**EFFECTIVE: Immediately Updated: April, 2023**

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| **PURPOSE:** | To instruct POCC staff on the procedure to collect, account for, store, and dispose of all prescription medications. |
| **SCOPE:** | This guideline applies to sworn PCCO personnel. |
| **GUIDELINE:** | All prescription medications that are prescribed to the decedent shall be obtained from each scene (whenever possible). All prescription medications shall be obtained in the event of an unidentified decedent with no known occupants of the scene.  1. Place all medications into plastic or paper evidence bags on scene.  2. Upon returning to the office count all prescription medications and document all information in the Coronerme.com Med List.  3. Seal all medications into plastic or paper evidence bags.  4. Label each bag with case number.  5. Place bag and the original copy of the medication log (stapled together) in the locking medication cabinet in the storage room and confirm cabinet is re-locked. The key shall be replaced into the lockbox mounted on the wall in the storage room.  6. Place a copy of the medication log into the case file.  7. All medications will be kept for a minimum of six months before disposal.  8. Drugs will be placed into Prescription Medication disposal tub in the presence of at least two staff members signing off and an outside department or 3rd staff. The tub bag will be sealed in the presence of observing staff and signed. The Tub will be picked up per the contract with MSDI to destroy.  9. Hazardous drugs will be retained until a proper amount can be collected to fill a Hazardous container from MSDI. All Meds will be placed in container and sealed in presence of at least two staff members and signed off by both. These meds if in small quantities can be disposed in the green drug take back bin at the Park County Sheriffs Office lobby in witness of at least 2 staff. |
| **FORMS:** | Park County Coroners Office Medication Log |

Approved by: David E Kintz Jr

Park County Coroner