



Department of Medicine Care Clinic

Title: Drugs and Illegal substances discovered on campus

Purpose: To assist in the treatment of addiction, it is the expectation that the environment be free of illegal drugs and other illegal substances. This guideline is to establish a process to guide staff in the discovery of illegal or suspected substances on campus.

Responsibility: Treatment Providers of Multidisciplinary Team.

Procedure:

1. Upon discovery of an illegal drug or illegal substance or suspected illegal drug or substance staff will do the following:
 - a. Put on gloves and face mask.
 - b. Secure substance in an area away from patients and general population
 - c. Remove gloves.
 - d. Wash hands
 - e. Notify Administrative Director, or designee.
 - f. Notify group facilitators as this may influence clinical decision making.

Note- should staff discover a substance and not feel safe handling the substance as instructed above, staff should secure the immediate area and contact their immediate supervisor or designee.

2. Complete a Safety Net documenting the event.
3. Substance will be disposed of in a manner to ensure patient and community safety. Disposal will be witnessed and documented in Safety Net.

Resources: SAMHSA

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