



## INODAYA Hospitals - Kakinada

Documentation code:

INH/MOM.Doc.No:27

### Policy On Narcotic Drugs & Psychotropic Substances

Prepared date: 11/11/2025

Reference: MOM.9.NABH Standards – 6<sup>th</sup> Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 10/11/2026

#### 1. Purpose

To ensure the safe, legal, and rational use of narcotic drugs and psychotropic substances within Inodaya Hospital while preventing misuse, diversion, and abuse. This policy aims to comply with the Narcotic Drugs and Psychotropic Substances (NDPS) Act, 1985, and hospital safety standards.

#### 2. Scope

This policy applies to:

- All inpatients, outpatients, and day-care patients receiving NDPS
- All healthcare personnel including physicians, nurses, pharmacists, and administrative staff
- All storage, dispensing, prescription, and documentation activities related to NDPS

#### 3. Definitions

- **Narcotic Drugs:** Substances listed under the NDPS Act that produce sleep, stupor, or analgesia (e.g., morphine, fentanyl, codeine).
- **Psychotropic Substances:** Drugs affecting mental functions, mood, or behavior (e.g., benzodiazepines, barbiturates, amphetamines).
- **Controlled Drugs:** Narcotics and psychotropic that require special prescription, storage, and record-keeping due to their abuse potential.

#### 4.0 Procedure for governing Narcotic / Controlled medications:

Prepared by: 	Verified by: 	Approved by : 
Mr.Naresh	Dr.Gowtham Krishna	Mrs.Lakshmi Lavanya
Incharge - Pharmacy	Medical Director	Chief Executive Officer



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- 4.1 All controlled drugs shall be stored in a separate double locked cabinet in the medication storage area (op Pharmacy stilt Floor), with authorized personal responsible for handling the Narcotics and the Cupboard key. The list of authorized personal for handling the Narcotics is displayed in the respective area on Notice board. Stock maintained under perpetual declining inventory and dispensed only when the Proof of Use Forms (prescriptions) are produced.
- The original prescriptions of the narcotic drugs shall be checked for physician name and registration number by the licensed pharmacist. All the issues and receipts of narcotic drugs shall be recorded in a separate log book. Special attention given to use and control of narcotics.
  - The prescribing practitioner shall be responsible in case the prescription does not conform in all essential respects to the law and regulations.
  - A corresponding liability rests upon the pharmacist who shall honor a prescription that is not conforming to the norms.
  - Narcotic and controlled drug prescriptions shall be prescribed on appropriate manual requisition form in duplicate. All blocks in the form shall be completed before prescription is dispensed by the pharmacy where one copy shall be filed for drug inspector reference and the other shall be filed in pharmacy.
  - Prescriptions that shall be incomplete, erased or overwritten shall be considered as invalid.

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- Narcotic drugs shall be issued from Pharmacy and it will be transported to Patient area in key box with tag,
- Double checking is done by two Nurses before administration.
- Narcotic Discard: Narcotic discard to be done in running tap water with two witness ( Nurse + Nurse (or) Nurse +Pharmacy (or) Nurse + Doctor) and same has to be documented in accountability register in Nursing station

#### Narcotic Disposal

- Empty ampoule from respective areas are collected by Pharmacy on daily basis in blue bags from respective areas.
- Empty ampoules from pharmacy are send to Housekeeping (HK) in blue bag and documented
- After receiving and verification of empty ampoules by the HK, the same is process for disposal and documented.
- The authorized Local pollution control board vendor (EVB) will collect all Bio-medical waste from INODAYA Hospitals, Kakinada and will treat based on guidelines.

#### For Psychotropic Drugs

- In case of psychotropic drug administration, following additional precautions are taken
- Double checking is done by two Nurses before administration.

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#### **Narcotic Drug Withdrawn But Not Administer To The Patient:**

- Notify the Ward In-Charge, Pharmacy and Nursing superintendent
- Document in Narcotic Register and Drug chart.
- Drug to be discarded in the running water immediately in the presence of a Doctor and Narcotic Nurse and document it.

#### *Incident Involving Narcotic Drugs (Eg) Breakage, Loss Of Ampoule Or Tablets:*

- Notify Nursing Officer, Pharmacist, and Nursing Superintendent and raise the incident report.

4.2 In case of narcotic spill, the procedures to be carried out as follows

4.2.1 Nursing Officer / In charge has to be informed immediately

4.2.1.1 Pharmacy is informed; they check the spill and the vial.

4.2.1.2 Broken ampoule will be collected by the Pharmacist in the zip lock cover with drug name, batch number, date and time

4.2.1.3 The Nurse who has broken the vial shall write a letter addressed to the Nursing Superintendent duly signed by one witness and report to the supervisor

4.2.1.4 Incident report will be raised.

#### **5.0 RESPONSIBILITY:**

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Pharmacists, physicians, Anesthesiologist, registered nurses, and pharmacy.

Prepared by:

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Verified by:

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Medical Director

Approved by :

Mrs. Lakshmi Lavanya

Chief Executive Officer