

Charleston/Dorchester Community
Mental Health Center

**Licit and Illicit Drugs or Substances and other Objects
or materials on Center Premises**

This policy addresses consumers' bringing prescription, over the counter, or other drugs, including illicit substances, as well as other prohibited objects, materials or substances onto Center facilities or programs ("premises").

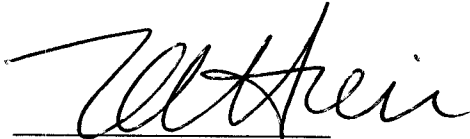
PURPOSE: For Center staff to (1) clinically and administratively address the presence of drugs or other substances, object or materials brought on to Center premises and (2) establish necessary medical intervention, handling and reporting procedures.

PROCEDURE:

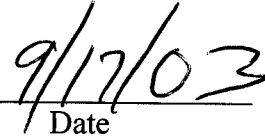
- 1) If while participating in a Center program, consumers need to take prescribed or over-the-counter medications, those medications should be documented and updated in the consumer's medical record, preferably on the consumer Medication Profile sheet as well as on the Initial Clinical Assessment.
- 2) Consumers routinely taking their own medication should keep it on their person. If assistance is needed, and upon request by the consumer, Center clinical staff may log in each receipt of the medication and secure it, preferably in a locked room such as an office or medication storage room, and log out each return of the medication to the consumer.
- 3) If during the Center Program, staff discovers illicit substances or drugs (here including illegal drugs or substances: prescription drugs not prescribed to the consumer; or alcohol or other intoxicating substance), or any other illicit object, material or substance, the program director should be notified immediately. Clinical staff should determine if any acute medical problem related to the illicit drug or substance exists (e.g. Medical distress, intoxication, overdose, etc.). If an acute medical problem exists, the Center's Emergency Response Plan should be followed. The program director should immediately report the event to the Center Executive Director or designee. After documentation of the above and consultation, further reports to law enforcement or other agencies may be required.

4) Staff members, volunteers and visitors are to keep all personal licit drugs properly secured, out of site/reach of others.

5) In addition, refer to and comply with SCDMH Directive No. 730-89 "Drug Free Workplace" as applicable



Thomas G. Hiers, Ph.D.
Executive Director



Date

(revision of policy dated 7/19/01)