





**II. MEDICATION DESTRUCTION RECORD**

**INSTRUCTIONS:** *For facilities other than Residential Care Facilities for the Chronically Ill (RCFCI) and Residential Care Facilities for the Elderly (RCFE), prescription medication that is not taken with a client or resident when services are terminated or otherwise disposed of must be destroyed in the facility by the administrator or designated representative and witnessed by one other adult who is not a client or resident. Medication destruction records must be retained for at least one (1) year.*

*For RCF-CIs: Prescription medication that is not taken with a resident when placement is terminated or which is not to be retained must be destroyed by the administrator and the facility manager. Medication destruction records must be retained for at least three (3) years.*

*For RCFEs: Prescription medication that is not taken with a resident when services are terminated, not to be retained, not returned to the issuing pharmacy, nor retained in the facility as ordered by the resident’s physician and documented in the resident’s record, nor disposed of according to the hospice’s established procedures, or otherwise disposed of must be destroyed in the RCFE by the administrator and one other adult who is not a resident of the RCFE. Medication destruction records must be retained for at least three (3) years.*

Medication Name	Strength/ Quantity	Date Filled	Prescription Number	Disposal Date	Name of Pharmacy	Signature of Administrator or Designated Representative	Signature of Witness Adult Non-Client/Resident

