



## Medication Sample Management

*Please note: The policy description, purpose and outcomes are harmonized across the Huron Perth & Area Ontario Health Team Accreditation Collaborative.*

### **Policy**

All medications prescribed by a prescriber which have been provided as samples from the manufacturer, will be dispensed to an individual patient by a physician, nurse or pharmacist according to the Drugs and Pharmacies Regulation Act, 1990 for the safety of the patient.

### **Purpose**

The use of Pharmaceutical/Medication samples are subject to the same medication management processes as other types of medications (i.e., documentation, administration, monitoring, disposal, etc.). In addition to these requirements, sample use must comply with this policy.

### **Procedures**

A medication sample is defined as a trial package of medication distributed to the health care professional without cost. It is the responsibility of the care provider to ensure that there is clear documentation regarding the origin and distribution trail of the sample so that they are able to fulfill the obligation to ensure the integrity of the medication dispensed, and that it is of acceptable standard and quality.

1. The prescriber will authorize the medication for the patient/client/resident
2. Use of samples should be limited as much as possible, but may be provided when standard methods of obtaining the medication is not feasible. In the Hospital setting, sample medications are not accepted and will not be used.
3. The prescription will be entered into the medication record and include "sample" to confirm the source of the medication.
4. Sample medications delivered to the designated setting will be signed for and stored in a secure area.
5. The pharmacist or team member most responsible for medication management will be notified that a sample shipment has arrived.


6. Care provider will check expiry dates of pharmaceutical samples in family practice clinic only; in other areas where samples are stored it is the responsibility of the physician to ensure medication is checked for expiry dates
7. A ledger (appendix A) will be kept for each sample medication.
8. Sample medications dispensed to a patient will have the appropriate label attached which complies with labelling requirements as outlined in the Drugs & Pharmacies Regulation Act, 1990. (Appendix B)
9. The sample medication once dispensed will be given to the patient directly. The Patient must be informed that the medication is a sample and be provided with appropriate education on use of the medication.

**Appendix A: Sample Medication Dispensing Records**

Medication Name & Strength:

Date Received/ Dispensed	Lot #	Expiry Date	Quantity Received	Quantity Dispensed	Patient Name	Inventory Balance	Initials

**Appendix B Sample Dispensing Labels (preprinted for dispensing)**



185 Inkerman St East Listowel, Ont 519-291-4200

Date:

Patient Name:

Medication Name & Strength

Qty:

Sig:

**References:**

North Perth Family Health Team, *Use of Sample Medication Policy*, October 2019

Alexandra Marine and General Hospital, *Sample Medication Policy*, July 2022

Huron Perth Healthcare Alliance, *Medication Formulary and Supply Policy*, March 2021

Ontario College of Pharmacists, *Distribution of Medication Samples*, June 2006

**HPA-OHT Accreditation organizations will include an organization-specific addendum to the harmonized policy to address their respective processes.**