

# LOCK

Every drug must be kept safe and secure!

Storage areas are always locked except for dispensing or restocking.

**Tips for securely storing controlled drugs**

Only authorized staff have access to locked storage areas. Keep keys in a safe place at all times.

Controlled drugs are stored securely in an area closed to clients.

Two security features such as double locks are helpful.

Controlled drugs transported in a mobile facility must remain in a locked container and should not be left unattended.

Storage areas such as safes, metal cabinets and automated dispensing cabinets minimize the risk of theft.

## QUESTIONS?

Please contact the College's Practice Advisory Service:  
(519) 824-5600 Ext. 2401 or 1 (800) 424-2856  
[cvo.org/lock](http://cvo.org/lock)



# TIP SHEET

Every drug must be kept safe and secure

**Protect all drugs from unauthorized access:**



Prevent the theft of drugs by keeping doors and windows of the facility secured.



Access is limited to trained and trusted staff.

## 1 Store drugs appropriately to maintain safety and efficacy:

- Store drugs and biologics at the proper temperature and according to the manufacturer's recommendations.
- Dispense a drug in a child resistant package when possible and appropriate.

## 2 Always store controlled drugs securely:

- The law is clear that veterinarians, in particular the facility director, are responsible for the access to and the use of any controlled substances in an accredited facility.
- Veterinarians must protect controlled substances in their possession from loss and theft.
- Keep all controlled drugs and narcotics in a locked storage area designed and constructed to ensure the reasonable security of the controlled substances.

## 3 Tips for securely storing controlled drugs:

- Only authorized staff have access to keys or codes to locked storage areas. Keep keys in a safe place at all times.
- Controlled drugs are stored in an area closed to clients.
- Storage areas are always locked except for dispensing or restocking.
- Controlled drugs transported in a mobile facility must remain in a locked container and should not be left unattended.
- Two security features such as double locks are helpful.
- Storage areas such as safes, metal cabinets and automated dispensing cabinets minimize the risk of theft.

**Further information:**

1. Management and Disposal of Controlled Drugs – Professional Practice Standard
2. Management and Disposal of Controlled Drugs – A Guide to the Standard
3. Minimum Standard for Veterinary Facilities in Ontario
4. Dispensing a Drug – Professional Practice Standard