Kansas Administrative Regulations

State Board of Pharmacy

Article 7.—Miscellaneous Provisions

68-7-21. Institutional drug rooms.

(a) Each of the following terms, as used in this regulation, shall have the meaning specified in this subsection:

(1) “Drugs of concern” means the same as defined in K.S.A. 65-1682, and amendments thereto.

(2) “Supervisor” means the pharmacist or practitioner, as that term is defined in K.S.A. 65-1637a and amendments thereto, who is responsible for supervising an institutional drug room.

(b) All prescription-only drugs supplied to patients from an institutional drug room shall be labeled in accordance with K.A.R. 68-7-14. All prepackaging of drugs in advance of immediate need in an institutional drug room shall meet the requirements of K.A.R. 68-7-15 and K.A.R. 68-7-16.

(c) Each supervisor shall perform the following:

(1) Approve and implement a written manual of policies and procedures governing the following:

(A) training and supervision of personnel;

(B) storage, control, prepackaging, and provision of drugs;

(C) procedures for when the supervisor is not on duty;

(D) procedures for documenting all reportable incidents in accordance with K.A.R. 68-7-12b.

(2) Perform and document a quarterly review of drug records, drug storage conditions, and the drugs stored in all locations within the institutional drug room.

(3) Maintain documentation of the following:

(A) training of personnel;

(B) prepackaging;

(C) the supplying and administration of drugs;

(D) reportable incidents in accordance with K.A.R. 68-7-12b; and

(E) supply date, prescription identification number, and the name of the patient in a log separate from the patient's medical chart for each prescription supplied by the institutional drug room.

(4) Inventory all controlled substances and drugs of concern in accordance with the inventory requirements of K.A.R. 68-20-16.

(5) Each pharmacist or practitioner who ceases to serve as supervisor shall inventory all controlled substances and drugs of concern in the institutional drug room in accordance with the inventory requirements of K.A.R. 68-20-16 no more than two days before and no later than the day the pharmacist or practitioner ceases to serve as the supervisor.

(6) Each pharmacist or practitioner beginning to serve as the supervisor shall inventory all controlled substances and drugs of concern in the institutional drug room in accordance with the requirements of K.A.R. 68-20-16 no more than two days after beginning to serve as the supervisor. The inventory may be taken simultaneously with the previous supervisor on the previous supervisor's last day if both the incoming and outgoing supervisors are present, actively participate in the inventory, and sign the inventory.

(d) If the order is recorded in the patient's file by anyone other than the prescriber, then the order shall include the first and last name of the person that received the order.

(e) The records maintained in each patient's file for supplied drugs shall include the following information:

(1) The full name of the patient;

(2) the date on which the drug was provided;

(3) the name of the drug, the quantity provided, and the strength of the drug provided;

(4) the directions for use of the drug; and

(5) the prescriber's name.

(f) All records required by this regulation shall be kept readily retrievable for five years.

(Authorized by K.S.A. 65-1630 and K.S.A. 65-1637a; implementing K.S.A. 2025 Supp. 65-1626 and K.S.A. 65-1637a; effective April 23, 2010; amended Aug. 14, 2026.)