Purpose

To provide guidelines on storing medications.

Policy

All medications shall be properly stored.

Procedure

1. Locked Areas
   a. All medications (includes prescription, non-prescription and refrigerated) shall be located in a locked, sanitary and secure area.
   b. Only authorized personnel shall have access to the keys for the locked areas.

2. Climate
   a. Drug storage cabinets or containers shall be located in a climate controlled environment away from heat or direct sunlight.
   b. The optimal temperature range is between 68 and 77 degrees F unless otherwise recommended. Do not exceed 86°F or 50% humidity.

3. Refrigeration
   a. Any items requiring cool storage shall be kept in a refrigerator designated for medications only.
   b. Refrigeration temperatures should be kept between 36 and 46 degrees F.
   c. Routine temperature checks (each day of medical department operation) with a reliable thermometer shall be logged on a Refrigerator Temperature/Cleaning Log by assigned nursing staff and be reviewed monthly by the facility nurse manager. These logs shall be maintained for one (1) year.
d. Refrigerators shall be cleaned weekly and the cleaning shall be documented on the Refrigerator Temperature/Cleaning Log.

4. Inventory Reviews

   a. Medications shall be checked monthly by nursing staff for removal of discontinued and out of date medications. These medications shall be returned to a DPS Prisons Pharmacy.

   b. As medications are received, inventory will be reviewed and any overstocks will be communicated to a DPS Prisons Pharmacy via a Rx Overstock Report. Overstocks shall be kept at the facility for future use and not returned to the pharmacy.

1/31/2017

Paula Y. Smith, MD, Chief of Health Services  Date

SOR: Director of Pharmacy