

# HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department of Public Safety  
Prison

SECTION: Care and Treatment of Patient -  
Medication Administration

POLICY # TX II-14

PAGE 1 of 2

SUBJECT: Drug Storage

EFFECTIVE DATE: January 2017

SUPERCEDES DATE: June 2011

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## References:

**Related ACA Standards**

**4<sup>th</sup> Edition Standards for Adult Correctional  
Institutions 4-4378**

## 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.

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- 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- a. Medications shall be checked monthly by nursing staff for removal of discontinued and out of date medications.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.

*Paula Y. Smith, M.D.*

**1/31/2017**

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Paula Y. Smith, MD, Chief of Health Services

Date

SOR: Director of Pharmacy