



PRISONS
Health and Wellness Services
Policies and Procedures

Title	Drug Storage		
Section	TX II-14	Issue Date September 22, 2020	Supersedes Date January 2017
			Next Review Date September 2021

References

**Performance-Based Standards and
 Expected Practices for Adult Correctional
 Institutions, 5th Edition 5-ACI-6A-43 (M)**

I. PURPOSE

To provide guidelines on storing medications.

II. POLICY

All medications shall be properly stored.

III. PROCEDURE

(a) Locked Areas

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

(b) Climate

- (1) Drug storage cabinets or containers shall be located in a climate-controlled environment away from heat or direct sunlight.
- (2) The optimal temperature range is between 68 and 77 degrees F unless otherwise recommended. Do not exceed 86° F or 50% humidity.
- (3) If the optimal temperature is exceeded for an extended duration, notify facility Nurse Supervisor/designee and Facility Leadership with supporting documentation.



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(c) Refrigeration

- (1) Any items requiring cool storage shall be kept in a refrigerator designated for medications only.
- (2) Refrigeration temperatures should be kept between 36 and 46 degrees F.
- (3) Routine temperature checks (each day of facility clinic operation) thermometer shall be logged on a Refrigerator Temperature/Cleaning Log by assigned nursing staff and be reviewed monthly by the facility nurse manager.
 - (A) Refrigerator Temperature/Cleaning Logs shall be maintained for five (5) years.
- (4) Refrigerators shall be cleaned weekly and the cleaning shall be documented on the Refrigerator Temperature/Cleaning Log.

(d) Inventory Reviews

- (1) Medications shall be checked monthly by nursing staff for removal of discontinued, out-of-date medications and damaged medication packaging.
 - (A) These medications shall be returned to a DPS Pharmacy.
- (2) Inventory shall be reviewed weekly, and any overstock medications shall be communicated to a DPS Pharmacy via an Rx Overstock Report.
 - (A) Overstocks shall be kept at the facility for future use and not returned to the pharmacy.

09/22/20

Todd E. Ishee
 Commissioner of Prisons

Date