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POLICY

STORAGE AND DISPOSAL OF MEDICATIONS

8011

OBJECTIVE: To establish guidelines for the storage and disposal of medications throughout Bullhook Community Health Center Pharmacy(BCHC).

POLICY:

1. The pharmacist-in-charge or a duly qualified alternative will regularly inspect medication storage areas for cleanliness and sanitation. Inspections will include that of functional equipment necessary to provide an appropriate temperature range and ventilation level.
2. The pharmacy room temperature will be maintained at appropriate temperatures for the proper drug storage. No food or non-medical items will be stored in the medication refrigerator.
3. The refrigerator temperature will be maintained between 35-50 F (2-10 C).
4. All stock containers of medication will be properly labeled with but not limited to the following information: Name of drug, lot or control number and expiration date.
5. No unmarked or unlabeled containers will be permitted on the pharmacy stock shelves or in the clinic areas.
6. Stock will be checked for outdated drugs on a regular basis in the pharmacy.
7. No outdated drugs will be dispensed.
8. Outdated drugs will be removed from the in-date stock and quarantined until they are returned for credit or by placing them in biohazard containers for incineration (See attached logs).
9. A designee may be assigned from any particular area by the supervisor of that area to assure outdated drugs are removed from stock.



CHIEF EXECUTIVE OFFICER

Date: 11-25-14



CHAIR, BOARD OF DIRECTORS

Date: Nov 25, 2014

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