

 مؤسسة مستشفى سرطان الأطفال - مصر Children's Cancer Hospital Foundation - Egypt		Policy Name: <h2>Medication Storage</h2>	
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1.0 Change in policy

1.1 No change

2.0 Purpose

2.1 This policy has been developed to determine the steps involved when receiving, storing and dispensing of medications in the stores.

3.0 Policy

3.1 Policy statement

3.1.1 Medications are properly and safely stored according to storage standards where temperature, light and moisture are kept at appropriate level.

3.2 Scope

3.2.1 All stored medication areas including medication store, pharmacy, floor stock, Pyxis, Rowa, medication rooms and other areas contain medications.

3.3 Responsibilities

- 3.3.1 Pharmacy director
- 3.3.2 Supply chain manager
- 3.3.3 Ware House Manager
- 3.3.4 Pharmacists
- 3.3.5 Nurses
- 3.3.6 Store supervisors
- 3.3.7 Storekeepers

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3.3.8 Storekeeper assistants

4.0 Definitions /abbreviations:

- 4.1 **CCHE:** Children Cancer Hospital – 57357 Egypt
- 4.2 **CPID:** Continuous Performance Improvement Department
- 4.3 **MMU:** Medication Management & Use
- 4.4 **MOH:** Ministry of Health
- 4.5 **PNT:** Pharmaceutical Nutrition and Therapeutic committee

5.0 Procedure:

5.1 Procedures for Receiving Medications:

- 5.1.1 Companies delivered medications according to generated purchase order on oracle fusion system.
- 5.1.2 Receiving and inspection point is responsible for receiving medication according to the generated purchase order on oracle fusion system.
- 5.1.3 Receiving and inspection specialist is responsible for receiving medication by checking:
 - 5.1.3.1 Medication quantity shipped.
 - 5.1.3.2 Batch number.
 - 5.1.3.3 Expiry date of medication shipped.
- 5.1.4 Inspection pharmacist is responsible for inspecting medications according to:
 - 5.1.4.1 Physical character.
 - 5.1.4.2 Expiration date.
 - 5.1.4.3 Technical specifications.
 - 5.1.4.4 Transferring condition especially for cooled chain medication.
- 5.1.5 In case of medication rejection from technical committee, medication will be returned to the company.
- 5.1.6 Receiving and inspection specialist responsible for recording the reason of rejection and document the Batch number and Expiration date.
- 5.1.7 Approved technical inspected medication will be received and transferred from inspection point to medication store on appropriate store cart, cooled chain medication will be stored immediately on medication cooling room.

5.2 Procedures for storing medication inside the medication store:

- 5.2.1 Medicines are placed in an easy and safe movements on the shelves according to the expiry date with the application system (FIFO) first come first out.
- 5.2.2 Storekeeper keeps 40 cm's distance between the goods and the ceiling and distance of not less than 10 cm away from the floor.
- 5.2.3 Medication must be stored in the proper environment where temperature, light and moisture are kept at appropriate level according to manufacture instruction on

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the box with their follow-up on air temperature or refrigerator temperature through the temperature thermometer.

- 5.2.4 Central medication cooling room is monitored through BMS.
- 5.2.5 Arrange medications according to expiry dates separating each date separately and label it (first-out or recently) to make sure the early expiration date dispensed first.
- 5.2.6 Separation of drugs that lookalike /sound alike medication according to the list created by the pharmacy to avoid medication dispensing errors
- 5.2.7 Labeling of medications shelves with its appropriate label such as High Alert Medication, hazardous medication, concentrated electrolyte medication according to approved hospital list on medication shelves.
- 5.2.8 Hazardous label must be on shelves of chemotherapy medication shelves.
- 5.2.9 Storing of nutrition products and contrast media is according to manufacturer instructions.
- 5.2.10 Contrast media must be identified and labeled in medication store according to manufacture leaflet and follow **High Alert and LASA medication policy**.
- 5.2.11 Narcotics are safely and securely stored inside the central narcotic pharmacy safe according to MOH regulations.
- 5.2.12 Only authorized personals have access to storage areas.

5.3 Procedure for Medication returns:

- 5.3.1 Returns to companies
 - 5.3.1.1 Store supervisor generates return request with reason of return to purchasing department in order to inform companies with quantity to be returned.
- 5.3.2 Internal returns
 - 5.3.2.1 Requester generates return request with reason of return to store supervisor. If accepted (e.g. in case of medication recall / Expired medication / unused medication) store keeper receives returned medications.
- 5.3.3 Returned medication must be in its original package, otherwise it isn't suitable for return.

5.4 Management of Expired medication:

- 5.4.1 Medication is considered as an expired at the last day of the month that written on the medication box by manufacturer (Example if the written expire date is May 2024 it means that it will be expired on 31 May 2024).
- 5.4.2 All medications will be identified before it's expiry date by 6 months.
- 5.4.3 A formal exchange or return request will be created by store supervisor and sent to purchasing department in order to inform companies with items need to be exchanged due to nearly expire before expiry by 6 months.

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- 5.4.4 Expired medication must be isolated in specific area in the store and labeled with expired medication
- 5.4.5 Disposal of expired medication through a committee from inventory control department, Storekeeper, Occupational health and safety members after approval of Upper management.
- 5.4.6 In case of critical shortage Usage of expired medication is approved after PNT committee approval according to FDA extension announcement.

5.5 Management of broken medication bottles/spillage of chemicals:

- 5.5.1 Contact the Department of internal supervision (House Keeping department) to deal with it and formal memo will be sent to inventory control department.

5.6 Procedure for dispensing and transferring medication from main store

- 5.6.1 Department's secretary generates dispensing request on oracle fusion system.
- 5.6.2 Store supervisor reviews the requisition generated on oracle fusion system regarding department consumption and gives instructions to storekeeper to prepare it.
- 5.6.3 Store keeper prepares the required quantities
- 5.6.4 Requester receives items and signs on Oracle fusion system by electronic signature.
- 5.6.5 Medication must be transferred in appropriate way in Medications cart.
- 5.6.6 Cooled chain medication must be transferred in icebox.

6.0 References:

- 6.1 MOH Pharmacy Store specifications.
- 6.2 Manufacturer's instructions for storage

7.0 Appendices

7.1 Related Forms:

- 7.1.1 Dispense request form
- 7.1.2 Inspection form
- 7.1.3 Adding form electronic signature

7.2 Related Policy(S):

- 7.2.1 Medication Management Program

7.3 Related Standards:

- 7.3.1 JCI standards 7th edition – MMU Chapter.
- 7.3.2 GAHAR Standards MMS.st 04-NSR.14
- 7.3.3 GAHAR Standards MMS.st 06-NSR.15
- 7.3.4 GAHAR Standards MMS.st 07-NSR.16

7.4 Attachments

- 7.4.1 .N/A