

medication substitution protocols by the pharmacy and therapeutics committee. Any hospital emergency preparedness plan should take in consideration the special and large demand of medications during internal and external disasters.

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**MM.11 The hospital has a safe and secure system for the storage of regular medications and nutrition products in stores, pharmacies, and patient care areas.**

- MM.11.1 There is a policy and procedure on proper storage and control of medications, nutrition products, and free medical samples (from the point of receipt until the point of administration).
- MM.11.2 There is a policy and procedure to control the access of pharmaceutical care and non-pharmaceutical care staff to stores, pharmacies, and patient care areas including after hours and in case of emergency (e.g., fire, flood).
- MM.11.3 There are measures in place to secure medications storage areas including limited access, proper locking procedures, and door keys handling.
- MM.11.4 Only authorized individuals have access to stored medications.
- MM.11.5 Medications are stored in a way to avoid mixing with labels showing the drug name and expiry date.
- MM.11.6 No medications are stored directly on floor (a minimum of ten centimeters is left to manage spills). Medications are not stacked so high to block sprinklers or come in contact with overhead lights or pipes.
- MM.11.7 Medications are stored according to manufacturer's recommendations (temperature, light, humidity, sanitation).
- MM.11.8 There is an appropriate storage area for regular medications with controlled temperature (between 18 and 25 degrees centigrade), twenty-four hours a day, seven days a week.
- MM.11.9 The room air temperature is checked and documented at least once daily on the temperature log sheet.
- MM.11.10 Temperature records are kept for at least three years.
- MM.11.11 All antiseptics, disinfectants, and medications for external use are stored separately from enteral and injectable medications.
- MM.11.12 The "first expiry/ first out" (FEFO) principle is followed.
- MM.11.13 All medication storage areas are inspected at least monthly by the pharmaceutical care according to the hospital policy to ensure proper storage of medications. Inspection includes, but is not limited to: availability, stock level, expiry date, and storage conditions.
- MM.11.14 Expired and damaged medications are clearly labeled and separated from other drugs until its removal and proper destruction.
- MM.11.15 Medication quality issues are reported to the Saudi FDA, as required.