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| **SSMED-1204** | **Disposal of Expired Medications** |
| **Version No.** | 1 |
| **Content Owner** | Vikand Technology Solutions, LLC. |

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|  | * 1. Medical drug records are maintained in the Controlled Substance log and in the Electronic Medical Record System (EMR) / Master Formulary Spreadsheet   2. The EMR system facilitates the identification of expiration dates of all medications.   3. The inventory of expired medications should be created separately from the list of expired controlled medications.   4. Disposal of expired medications and controlled medications is handled according to: * Company Policy * Flag State Guidelines * Port agent licensure |
|  | **Incineration of Expired Medications**   * 1. The Captain, Staff Captain and/or the VIKAND Medical Manager are to be notified if expired medications and/or controlled medications are to be incinerated.   2. Procedure for incineration of expired medications and controlled medications: * Expired medications can be incinerated aboard ship if in international waters. * Requests for incineration must be forwarded to and approved by the Environmental engineer. * The Environmental engineer will advise the date and time of incineration. * Incineration of controlled medications must be witnessed by the Staff Captain and/or the Security Officer (see MED-1206). * Witnesses must sign the Incineration. * Forms verifying the persons were present, and witnessed the incineration of the controlled medication must be signed by:   + The Doctor   + The Nurse   + The Security Officer   + The Staff Captain   + Environmental/Incinerator personnel   + Or those personnel designated by Silversea * Copies of the Incineration Form should be sent to the Medical Center and the Bridge. * Final disposal forms will be signed/stored in the Medical Center. |
|  | **Off-loading of Expired Medications**   * 1. Expired medications can be off-loaded when the ship has reached port.   2. The Port agent must possess a specific license and have an agreement to accept the off-loaded medications for disposal.   3. All medications must be inventoried, and the medications and inventory are to be provided to the Staff Captain.   4. The Staff Captain prepares all required landing documents to accompany the expired medications when offloaded to the Port agent.   5. Copies of all paperwork are to be maintained within the Medical Center. |
|  | **References**  Environmental Services Manual  Flag State Guidelines  ILO Convention, MLC ACEP & CLIA  C164 IMGS  EU Directive 92/29 EEC |