



## OSPITAL NG PARANAQUE



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### ANCILLARY DIVISION APPROVAL MATRIX

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**Policy Title:**  
**POLICY ON DISPOSAL OF EXPIRED, SPOILED,  
DAMAGED MEDICINES**

**Section / Department**  
PHARMACY SECTION

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**CLASSIFICATION: COMPREHENSIVE**

### OBJECTIVES:

This policy aims to ensure safe and good quality supply of drugs to protect the health of the people.

### RESPONSIBILITIES:

It shall be the responsibility of the Pharmacist to report expired, spoiled and damaged drug products to the immediate supervisor for proper disposal with the approval of the concerned authority.

### PROCEDURES IN THE DISPOSAL OF EXPIRED, SPOILED, DAMAGED MEDICINES

Activity	Person/s Responsible
• Segregates expired, spoiled, damaged drug products	Pharmacist/pharmacy staff
• Accomplish Waste Material Report (WMR) and submits WMR to Waste Management Office	Pharmacist
• Undertake the disposal of items.	Waste Management Officer