



OSPITAL NG PARANAQUE



Document Code: OSPAR-ADS-PHARMA-0004

ANCILLARY DIVISION APPROVAL MATRIX

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Policy Title:

POLICY ON STORAGE OF MEDICINE

Section / Department
PHARMACY SECTION

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CLASSIFICATION: SECTIONAL

OBJECTIVES:

This policy aims to ensure that medicines and drugs are properly stored in a well maintained storage area with proper environmental control (temperature, light humidity, condition of sanitation, ventilation, segregation and security).

COVERAGE:

This policy will cover this area.

RESPONSIBILITIES:

- I. It shall be the responsibility of the Head of this Section to monitor implementation of the guidelines on proper storage of medicines/drugs; to enforce staff of this section to abide with the policy.
- II. It shall be the responsibility of the Pharmacist on Duty to consistently monitor the temperature of the area and fill-out the daily monitoring chart for cold chain management.

Storage of Drugs/Medicines

- Normal Storage Area
 - A. Tablets, capsules, ampoules and vials should be arranged in alphabetical order and according to its generic name and dosage form.
 - B. There should be a separate shelf for syrups and suspensions.
 - C. Labels must be arranged by **color codes** and must bear the correct generic name, dosage strength, dosage form and the price of each unit.

Tablets and Capsules – WHITE
Ampoules – YELLOW
Vials – GREEN

- D. Storage of drugs and medicines should be maintained at 25°C and protected from sunlight.
- E. There should be a separate storage area for Dangerous Drugs/Narcotics with padlock.



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- Refrigerated Storage
 - A. Storage of suppositories, biological, ampoules (muscle relaxant, oxytocin); insulin should be maintained at 2°C to 8°C.
 - B. Medicines should never be frozen and should be always protected from light.
 - C. Temperatures of the refrigerators and freezers should be monitored and recorded daily during the first working hour of the morning and again during the last working hour in the afternoon.
 - D. Thermometers of the modified or biological refrigerators should be properly calibrated at least once a year to maintain the required storage temperature.

PROCEDURES IN STORAGE OF MEDICINES

Actions	Person/s Responsible
<ul style="list-style-type: none"> Post data of delivered drug products in the stock card 	Pharmacist
<ul style="list-style-type: none"> Arrange stocks systematically Post details of delivered drug products in the stock card Properly arrange cartons on pallets in the pharmacy stock room 	Pharmacist/ Support staff

PROCEDURES IN STORAGE OF CONTROLLED SUBSTANCES

Actions	Person/s Responsible
<ul style="list-style-type: none"> Post data of delivered dangerous drugs in the stock card 	Pharmacist
<ul style="list-style-type: none"> Arrange dangerous drugs systematically in a secured cabinet Keep keys in a secured drawer Monitor stocks regularly 	Senior Pharmacist/ or designated pharmacist

Appendix C Official Stock Card of the Hospital

Appendix M Monitoring Chart for Cold Chain Management