



PHARMACY STOCK MANAGEMENT & EXPIRY PREVENTION CHECKLIST

1. Stock Organization & Tracking

- ✚ Categorize drugs by type (antibiotics, painkillers, etc.) for easy tracking.
 - ✚ Label shelves with drug names & expiry dates.
 - ✚ Store high-demand items in easily accessible locations.
 - ✚ Use a FIFO (First In, First Out) system to avoid expired stock.
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2. Inventory Control & Monitoring

- ✚ Maintain a daily stock record (manually or with software).
 - ✚ Set minimum stock levels and reorder before running out.
 - ✚ Track fast-moving & slow-moving drugs separately.
 - ✚ Conduct a weekly stock reconciliation to check for discrepancies.
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3. Expiry Date Management

- ✚ Create an expiry date alert system (use software or a simple notebook).
 - ✚ Separate drugs expiring within 3 months for faster sales or returns.
 - ✚ Offer discounts on near-expiry drugs to reduce waste.
 - ✚ Dispose of expired drugs properly (follow NAFDAC or regulatory guidelines).
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4. Supplier & Procurement Best Practices

- ✚ Work with trusted suppliers to avoid counterfeit drugs.
 - ✚ Negotiate bulk purchase discounts for high-demand drugs.
 - ✚ Always check batch numbers & expiry dates upon delivery.
 - ✚ Maintain supplier records for easy reordering.
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5. Sales & Customer Management

- ✚ Keep track of best-selling drugs and seasonal trends.
 - ✚ Offer a loyalty program for returning customers.
 - ✚ Ensure all staff are trained on proper inventory handling.
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Want an Easier Way to Track Inventory & Expiry Dates?

Dorthpro Pharmacy Software automates all these tasks for you and more!

Would you like a **free demo** to see how it works?



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Contact us today!
