

# JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURES

Subject: <b>INFECTION CONTROL POLICIES FOR THE PHARMACY</b>  (Y-D-01, Compliance Indicator #10)	Original Issue Date: 12/31/07	Procedure # <b>023</b>
	Supersedes: 7/1/11	Effective Date: 1/30/13
Departments Consulted:  DHS Pharmacy Affairs	Approved By:  (Signature on File) Pharmacy Supervisor  (Signature on File) Medical Director	Approved by:  (Signature on File) Health Services Administrator

## PURPOSE

To ensure that all infection control guidelines are being followed.

## PROCEDURE

All employees must wash their hands prior to beginning work, after using toilet, and when leaving work.

### **Handwashing Procedure**

1. Remove jewelry.
2. Expose forearms.
3. Use Hot water (as hot as can be tolerated).
4. Apply soap and water to form heavy lather.
5. Use friction – one hand upon the other. Cleanse between fingers well.
6. Rinse well under running water.
7. Lather again and rinse thoroughly.
8. Dry hands thoroughly.

### **Personal Hygiene**

1. All Pharmacy employees should wear clean garments.
2. Protective gowns or smocks must be worn during drug preparation.
3. Personnel with boils, skin rashes, and/or open sores should be seen by Occupational Health Service and cleared before returning to work.

Subject:

**INFECTION CONTROL POLICIES FOR THE PHARMACY**Effective Date:  
1/30/13Procedure #  
**023**Health Services Administrator's Initials:  
(Initials on File)**Maintenance of Work Area**

Probation Department will be responsible for cleaning walls, floors, sinks, disposal of waste, and Pest Control.

Pharmacy personnel will be responsible for maintaining cabinets, shelves, and counter tops in an orderly and clean manner.

**Mixing and Dispensing Technique**

Hygienic technique will be used in all mixing and dispensing procedures.

1. Oral mixtures will be mixed in clean receptacles, graduates, and mortars.
2. Distilled water will be used as a diluting agent.
3. Ointments and other topical mixtures will be mixed on a clean surface (ointment slab).
4. Counting trays for oral tablets and capsules will be cleaned daily.
5. New vials and bottles will be used to dispense all medications.
6. Baker drug dispensing machine will be clean regularly, and the service activity is logged monthly.

**Temperature**

1. The temperature in the Pharmacy shall be in compliance with the temperature required for the storage of pharmaceuticals. Store at 15 to 25°C. or 59 to 77°F.
2. Pharmacy personnel shall immediately submit the appropriate work order to Probation Department to ensure temperature is maintained at the proper level.

**Lighting**

There should be a 100-foot candle lighting in the Pharmacy area.

1. Pharmacy shall submit work orders to Probation Department to ensure lighting is maintained at the proper level.
2. When additional lighting requirements are needed, e.g., desktop, compounding area; Pharmacy will ensure that the lighting level of 100-foot candle is maintained.

Subject:

**INFECTION CONTROL POLICIES FOR THE PHARMACY**Effective Date:  
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**023**Health Services Administrator's Initials:  
(Initials on File)**Ventilation/Humidity**

The Pharmacy shall be well ventilated and kept in a "dry" environment.

**Sanitation at Working Area**

1. All counter tops and working surfaces will be cleaned by Pharmacy personnel on a daily basis with appropriate cleaning solution to remove dirt and dust.
2. All pharmaceutical dispensing equipment will be cleaned by Pharmacy personnel daily.
3. All shelving and cabinets used to store drugs will be cleaned monthly by Pharmacy personnel. Drugs shall be stored in an orderly manner.
4. Cleaning of walls, toilet facilities, sinks, sweeping the floors and picking up of trash in the pharmacy shall be done on daily basis by Environmental Services staff. Pharmacy personnel will supervise the Environmental Services staff. The Pharmacy area shall be wet-mopped weekly by the Environmental Services staff.
5. All refrigerators that store drugs shall be cleaned by pharmacy personnel monthly. Pharmacy shall maintain a refrigerator temperature log for each of "drug refrigerator".

**REFERENCE**

JCHS Policy # G-104, "Infection Control Program"