



**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

CODE: 1.28.0  
DATE: 3/1/07  
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SECTION: **DEPARTMENT OF PHARMACY**

APPROVED: **Thinh Tran, Pharm. D**  
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SUBJECT: **STORAGE, HANDLING, SECURITY,  
AND DISPOSAL OF MEDICATIONS**

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POLICY

Address the storage of medication between receipt of a medication by an individual health care provider and medication administration.

PROCEDURE

- 1 Medications shall be stored at appropriate temperatures as recommended by the manufacturer.
- 2 Medications shall be safely handled according to the manufacturer and remain in its original container until the time of administration as practical.
- 3 Medications shall be secured at all times between receipt of a medication by an individual health care provider and medication administration.
- 4 Medications considered as waste shall be disposed according to Pharmacy Policy 7.17.0.
- 5 Discontinued or unused medications will be stored appropriately and placed in the Pharmacy Return bin.
- 6 Medications will be returned to the medication storage area at the end of the shift as appropriate.
- 7 High alert medications will be segregated and placed in red bins in the Pharmacy, except in the Talyst carousels where they are labeled, as well as be designated on the Medication Administration Report. High alert medications will be double-checked prior to dispensing.
- 8 Look-alike-sound-alike medications will be segregated and placed in yellow bins in the Pharmacy, except in the Talyst carousels where they are labeled, as well as be designated on the Medication Administration Report.

Reviewed: 4/6/16bj, 11/14/2018bdk, 4/19/2022 TT

Approved By: *Ben Arndt*