



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: MEDICATION STORAGE

Policy No.: B867
Supersedes: April 11, 2019
Revision Date: July 20, 2022
Page: 1 of 3

POLICY:

To ensure proper and safe storage of medications on patient units/areas, the following rules should be adhered to (see Pharmacy Policy and Procedure 1.46.0 Medication Storage)

A. Medication Storage

1. Medication storage and preparation centers shall be functional and provide for:
 - a. Adequate space to allow container labels to be clearly visible.
 - b. Adequate lighting so that labels can be clearly read.
 - c. Adequate ventilation.
 - d. Adequate work space with minimal traffic and noise.
 - e. Sufficient equipment and supplies in readily usable form.
 - f. Refrigeration.
 - g. Narcotic cabinet with double lock or locked cart/drawer for unit-dose areas.
 - h. Adequate means for security and storage of medications in the PYXIS MedStation (Automated Medication Dispensing System), medication carts, medication refrigerators, and other locations.
2. The following will be stored separately from internals, injectables, and topicals:
 - a. Test reagents.
 - b. General disinfectants and antiseptics.
 - c. Cleansing agents.

B. Narcotics and DEA Controlled Substances

1. Medication carts, refrigerators, cabinets and compartments with narcotics must be kept locked and the keys available in the Pyxis MedStation or to the nurse in charge or an alternate.

C. Investigational Drugs

EFFECTIVE DATE: April 1, 2011

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: 

1. All investigational drugs in use are properly stored, distributed and controlled according to investigator's protocol.

D. Inspections

1. Medications:
 - a. Medication carts, cabinets, refrigerators, PYXIS and other locations, shall be examined monthly by Nurse Manager or designated registered nurse during environmental rounds.
 - b. Monthly inspections shall be made by Pharmacy and/or Nursing. A record of all monthly inspections is maintained in the pharmacy.
 - c. Medications will be safely stored under proper conditions (e.g., temperature, humidity, protection from light, and security).
 - d. Deteriorated, expired medications, improperly stored medications, or overstocked medications shall be returned to the pharmacy. Patients who may have received an unusable medication will be identified, notified, and evaluated for potential untoward outcome.

E. Storage Conditions

1. Security
 - a. Only authorized hospital personnel will have access to the PYXIS MedStation, medication refrigerators, medication carts, cabinets and other medication locations. These personnel include Unit R.N., L.V.N.; Pharmacists, Pharmacy Technicians, Dentist and Respiratory Therapists. Environmental Services, Supply Chain Services, Facilities, and other non-licensed personnel are also given supervised access to secured areas for the performance of their assigned work duties.
2. Storage Temperature
 - a. Specific directions are stated in some monographs with respect to the temperatures at which pharmacopoeia articles shall be stored. Such directions apply except where the label of an article states a different storage temperature on the basis of stability studies.
 - b. The conditions are defined by the following terms:
 - (1) Cold-Any temperature not exceeding 7.7°C (46°F). A refrigerator is a cold place in which the temperature is maintained thermostatically between 2.2°C and 7.7°C (36°F and 46°F). A freezer is a cold place in which the temperature is not to exceed -20°C (-4°F).
 - (2) Room Temperature - The temperature prevailing in a work area. Controlled room temperature is a temperature maintained thermostatically between 15°C and 30°C (59°F and 86°F).
 - (3) Protection from Freezing - Where in addition to the risk of breakage of the container, freezing subjects a product to loss of strength or potency, or to destructive alteration of the dosage form. Container labels bear appropriate instructions to protect the product from freezing.

3. Storage equipment (e.g. refrigerators, thermometers, carts, and cabinet(s)) will be maintained in accordance with standards of practice and/or manufacturer recommendations to ensure proper functioning.
4. Temperatures will be monitored and recorded twice a day for refrigerators storing vaccines in 24/7 areas. For areas that are not 24/7, refrigerators storing vaccines will have digital monitors with memory and high and low parameters. When the area is closed, weekends and holidays, the refrigerator temperature parameter will be monitored and recorded when the area reopens. Facilities and Pharmacy should be immediately notified if a medication storage equipment exceeds its parameters. Pharmacy will determine the disposition of the medications.
5. Storage of flammables and combustibles is in accordance with State and Local laws. Flammables are stored in a room, vault, cabinet, or container specifically designed for such storage. Combustible materials are not stored with flammables. Flammables and combustibles are not stored so close to a source of heat, sparks, flame as to constitute a hazard. Products that may react with one another must be kept separated. All flammable liquids are labeled by manufacturer, e.g., acetone, ethyl chloride, liquefied phenol, benzoin compound tincture, tincture of benzoin, fluori-methane.

Adopted from Pharmacy Services by Brian Joyo 5/25/16, 4/11/19
TT—7/20/22