



# Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 882  
VERSION: 2

## **SUBJECT: Storage Conditions**

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### **POLICY:**

All drugs are stored under proper conditions of sanitation, temperature, light, moisture, ventilation, segregation and security.

### **PROCEDURE:**

1. Test reagents, germicides, and disinfectants are stored separately from drugs.
2. External use drugs are stored separately from drugs for internal use.
3. Drugs which are affected by heat are stored according to the following National Formulary reference:
  - A. Cold Place – Having a temperature not exceeding 8 degrees C.
  - B. Refrigerator – A cold place in which the temperature is maintained between 2 and 8 degrees C.
  - C. Cool Place – Having a temperature between 8 and 15 degrees C.
  - D. Room Temperature – Having a temperature between 15 and 30 degrees C.
  - E. Excessive Heat – Designates temperature ranging from above 40 degrees C.
  - F. Frozen – Having a temperature equal to or less than -15 C
4. All outdated drugs are stored in a segregated area within the pharmacy until they are appropriately disposed of.
5. Controlled drugs are stored in a separate locked cabinet and their distribution and administration are documented.
  - a. CII drugs are separated from CIII – CV drugs.

Approved By: Romina Panoussi (PHARMACY SERVICES CHIEF II)	
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