I. PURPOSE

To provide guidelines on storing medications.

II. POLICY

All medications shall be properly stored.

III. PROCEDURE

(a) Locked Areas

(1) All medications (includes prescription, non-prescription and refrigerated) shall be located in a locked, sanitary and secure area.

(2) Only authorized personnel shall have access to the keys for the locked areas.

(b) Climate

(1) Drug storage cabinets or containers shall be located in a climate-controlled environment away from heat or direct sunlight.

(2) The optimal temperature range is between 68 and 77 degrees F unless otherwise recommended. Do not exceed 86° F or 50% humidity.

(3) If the optimal temperature is exceeded for an extended duration, notify facility Nurse Supervisor/designee and Facility Leadership with supporting documentation.
(c) Refrigeration

(1) Any items requiring cool storage shall be kept in a refrigerator designated for medications only.

(2) Refrigeration temperatures should be kept between 36 and 46 degrees F.

(3) Routine temperature checks (each day of facility clinic operation) thermometer shall be logged on a Refrigerator Temperature/Cleaning Log by assigned nursing staff and be reviewed monthly by the facility nurse manager.

(A) Refrigerator Temperature/Cleaning Logs shall be maintained for five (5) years.

(4) Refrigerators shall be cleaned weekly and the cleaning shall be documented on the Refrigerator Temperature/Cleaning Log.

(d) Inventory Reviews

(1) Medications shall be checked monthly by nursing staff for removal of discontinued, out-of-date medications and damaged medication packaging.

(A) These medications shall be returned to a DPS Pharmacy.

(2) Inventory shall be reviewed weekly, and any overstock medications shall be communicated to a DPS Pharmacy via an Rx Overstock Report.

(A) Overstocks shall be kept at the facility for future use and not returned to the pharmacy.

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Todd E. Ishee  Date
Commissioner of Prisons