

MEDICATION MAINTENANCE

MEDICATION CLOSETS

POLICY: This office shall check all medications routinely (no less than monthly) for expired medications, the need for restocking and that the stock be rotated.

PURPOSE: Maintenance of current sample medications.

PROCEDURE:

1. Back office staff is responsible for checking expiration dates of all sample medication at least monthly. Person checking closet will initial a log to show the closet was checked.
2. As new samples are brought in, stock is rotated to ensure oldest samples are at the front.
3. Medication closets are to be kept locked except when in use.
4. Expired medications are discarded with hazardous waste.
5. When a multi-dose medication vial is opened, the date opened is written on the vial or box. The vial is disposed within 30 after it is opened.

REFRIGERATOR MEDICATIONS

1. All medications will be checked at least monthly for expiration dates.
2. Stock shall be rotated with new stock to the back and the oldest to the front.
3. When a multi-dose medication vial is opened, the date opened is written on the vial or box. The vial is disposed within 30 after it is opened.
4. A thermometer is kept in the refrigerator and the temperature is written on a log at least weekly. If medications must be kept frozen, the freezer temperature is monitored and logged weekly as well.
5. Expired medications are discarded with hazardous waste