 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-P08-S05
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Nursing Service Department
	Document Title:	PROPER STORAGE OF DRUGS IN THE STATION

PURPOSE:

To deliver and maintain the stability (potency and form) of drugs in the way it is stored in the station.

SCOPE:


Applies to all Nursing Service Division Staff and Pharmacy of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Staff Nurse, Pharmacists, Pharmacy Dispatcher

GENERAL GUIDELINES:

- 1 Medications that needs to be stored in the refrigerator shall be maintained in a temperature of 2⁰-8⁰C.
- 2 Drugs shall be kept out from direct sunlight.
- 3 Care shall be taken to ensure that the container lid of bottles form a tight seal against humidity and oxygen, which can destroy the drug structure and component.
- 4 The manufacturer's label on the stock bottle shall be checked to determine the proper storage conditions and expiration of a drug.
- 5 Chemotherapeutic drugs shall be handled properly and kept according to package instruction.
- 6 Pharmacist and Staff Nurse shall check the medication stocks of each patient
- 7 Cleanliness and sanitation during storage shall be maintained to avoid cross-contamination of drugs when more than one drug is handled at once.
- 8 Drugs shall not be stored in the patient's room. Various storage conditions may help to protect the drug from breakdown. These include:
 - 8.1 *Opaque glass or plastic packaging.* Since the energy from light rays tends to speed up the breakdown (degradation) of most drug products, drugs are routinely packaged and dispensed in opaque bottles or bottles made of brown plastic or glass.

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- 8.2 *Refrigeration.* Colder temperatures tend to slow down any chemical reaction, so storage of drug products in a cool, dry place will help to retard chemical breakdown and retain potency.
- 8.3 *Dehydration.* Drugs in solution tend to break down faster than those in powder form. Some drugs are received in powder form for a longer shelf life and are reconstituted just before use. If a drug is stored in solution form (hydrated), its shelf life is limited and, depending on the rate of use, much of it may degrade and have to be discarded.

Temperatures for Proper Drug Storage


<u>Storage Designation</u>	<u>Storage Temperature</u>
Cold	Not to exceed 8°C (46°F)
Cool	Between 8-15°C (46-59°F)
Room Temperature	Between 15-30°C (59-86°F)
Warm	Between 30-40°C (86-104°F)
Excessive Heat	Above 40°C (104°F)

If the label states a storage temperature of:

1. 8-15°C, the drug should be refrigerated.
2. Below 0°C, it refers to storage in the freezer
3. 25°C, this is normal room temperature. The drug may be stored on the pharmacy shelf.

Label warnings might include the following:

1. 30°C or 85°F (a "warm" room). Drugs will lose potency when exposed to heat.
2. Above 35°C or 95°F ("extreme heat"). This is too high temperature for drug products.
3. Freezer storage (0°C (32°F) or less. Drugs are sensitive to extreme cold.

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PROCEDURE:

- 1 Nurse on duty receives drugs delivered by the pharmacist/pharmacy dispatchers.
- 2 Nurse on duty reads the manufacturer's label for additional information in proper handling of the drug.
- 3 Nurse on duty ensures that Pharmacist stores the drugs in the container/cubicle designated for a particular patient.
- 4 Nurse on duty and Pharmacist ensures cleanliness and sanitation during storage of medication.
 - 4.1 Observe proper sanitation of tablet counters and other measuring devices each use to avoid cross-contamination of drugs



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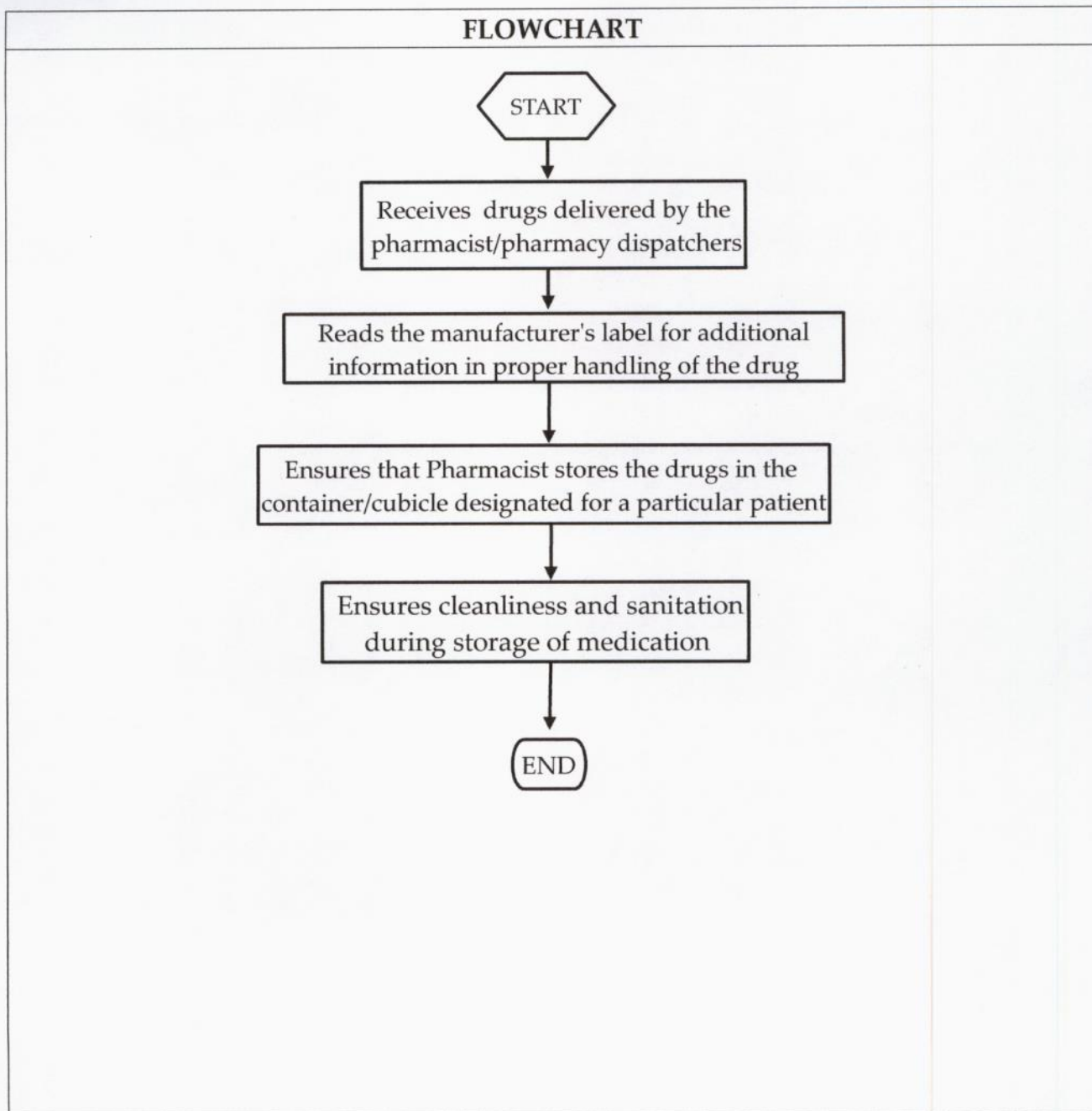
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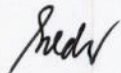


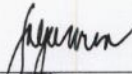
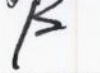
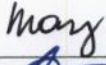

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FLOWCHART



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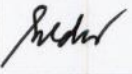


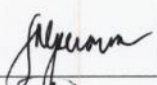

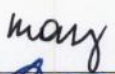

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KEY TASKS	PERSON RESPONSIBLE
1. Receives and ensures that the medication delivered are correct, complete and stored properly.	Staff Nurse
1. Dispense, brings and stores medication to each patient's cubicle correctly.	Pharmacist
2. Ensures cleanliness and sanitation during storage of medication.	
1. Brings/transport drugs requested to each unit.	Pharmacy Dispatcher

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