

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorders-Four Winds Lodge **Policy Number:** HHS-SUD-FW 4718

Policy Title: Facility Refrigerators

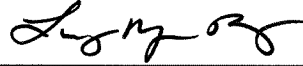
Attachments: Medication Refrigerator Temperature Log

Revision History: 6/2017, 1/2018

Revised by/Date: Lindsay Misquadace-Berg 7/2021

Approved by:

Lindsay Misquadace-Berg, Four Winds Treatment Director



Date:

8/2/2021

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

8-8-2021

POLICY STATEMENT: Mille Lacs Band Four Winds Lodge keeps clean refrigerators of adequate capacity and temperatures for food and medication, appropriately separated and according to applicable federal, Tribal and state regulations.

PURPOSE: The purpose of this policy is to ensure compliance with Supervised Living Facility (SLF) licensing requirements and to ensure the integrity of the food, and medications stored at the facility.

PROCEDURE:

A. Food refrigerators

1. Area Supervisor will assign staff who will be responsible for maintaining food refrigerators and freezers on the unit.
2. Clean inside and outside of refrigerators weekly and as needed.
3. Clean freezers monthly and defrost as needed.
4. Keep unsealed food in properly covered containers that are labeled and dated when the food is first placed in the container.
5. Refrigerators and freezers for patient use require daily temperature monitoring. Assigned staff will keep daily record on the "Food Refrigerator and Freezer Temperature Log" form.
6. Acceptable ranges for the refrigerator compartment is 32 to 40°F and 0° or below for the freezer compartment. Area Supervisor will review completed logs at the end of each month.
7. Refrigerators and freezers for staff use only must be equipped with a thermometer but do not require daily temperature recording. Recording temperatures in these units is optional and at the discretion of the supervisor. If temperature recording is completed, those logs may be maintained on the unit or discarded at the end of the month.
8. If the temperature is not in the acceptable range, the thermostat should be adjusted and the temperature rechecked. Continue to monitor until an appropriate temperature is achieved. If unable to adjust correctly, send a work request to Maintenance.
9. Temp Logs are maintained for two years and then discarded.

B. Medication Refrigerators:

1. A nursing supervisor from Four Winds Lodge will assign staff who will be responsible for maintaining medication refrigerators.
2. Clean inside and outside of refrigerators with hospital approved disinfectant monthly, and as needed.
3. Defrost freezer as needed. The freezer temperature does not need to be monitored, as it is not used for

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the storage of medications or vaccines.

4. Do not store medications in the refrigerator door to avoid temperature changes when the door is opened.

5. Medication refrigerators require daily temperature monitoring and recording of the minimum and maximum temperatures on the “Medication Refrigerator Temperature Log” forms section. The acceptable temperature range for medication refrigerators is 2-8°C. At the end of each month, the nursing supervisor will review the completed logs, document the review, and file the forms.

6. If the temperature is not in the acceptable range, circle value and look for obvious problems. If necessary, adjust the thermostat and recheck the temperature in one hour. Continue to adjust and monitor until an appropriate temperature is acceptable. Document corrective action and final temperature achieved, including time and initials. If medications are stored when the temperature is out-of-range, contact the Pharmacy for direction. For vaccines that are stored when the temperature is out-of-range, mark “DO NOT USE”, and contact the Pharmacy or the Minnesota Immunization Hotline (800-657-3970) for direction. If unable to adjust temperature to the acceptable range, send a work request to maintenance to check the refrigerator.

7. Program will review and maintain temperature logs for the current year plus three years, then discard.

Internal and/or External References	Minnesota Rule 4640.2800 Preparation and Serving of Food Minnesota Rule 4665.4200 Control of Medications Minnesota Rule 4740.2087 Sample Handling, Receipt, and Acceptance Minnesota Rule 4665.2700
Compliance - Posting Date	8/8/2021 8/11
Replaces – Policy Number	
Next Review - Due Date	8/2024