

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

Department: Health Services - Pharmacy

Policy Number: HHS-HS-PHM 1815

Policy Title: Drug Storage Management

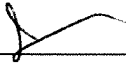
Attachments:

Revision History: 1984, 7/01, 7/07, 7/12, 12/12, 8/13 **Revised by/Date:** Jesse Godding, PharmD 9/2020

Approved by:

Date:

Jesse Godding, PharmD, Pharmacy Manager



11-10-2020

Approved by:

Date:

Nicole Anderson, Commissioner of HHS



11-24-2020

POLICY STATEMENT: It is the policy of the Mille Lacs Band of Ojibwe Health and Human Services Department to ensure that in-stock medications are stored appropriately.

PURPOSE: To protect the efficacy of pharmaceutical products by storing properly

PROCEDURE:

Inspection of Drug Storage Areas

Pharmacy has responsibility for assuring proper storage of medications in their respective department only. Pharmacy personnel will routinely inspect pharmacy medications to assure all are properly stored and have current dating.

Storage

Medications will be stored in designated areas of the pharmacy and will be arranged in a neat and orderly fashion to facilitate quick and accurate access for filling prescriptions. Medication storage areas will be kept clean and well lit. All medications will be stored in within their designated temperature range as indicated by the manufacture.

The following products require special storage considerations:

- Medications designated by the DEA as Schedule II are kept in a locked safe
- Medications requiring refrigeration will be stored in designated medication refrigerators. No food items, sodas, etc will be stored in refrigerators that are designated for medications only.
- Prepared prescriptions requiring refrigeration will be stored in the refrigerator until the time of patient pick up or delivery to an outlying clinic
- Expired medications will be kept in a designated container in a separate area of the pharmacy. Return of medications will be processed by McKesson or Guaranteed Returns for proper credit and or destruction.
- All pre-packaging performed at Ne-la-Shing will be recorded in the Packaging Record according to federal law. Records will include the date, expiration, lot, quantity, manufacturer, and destination of items.

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Internal and/or External References	
Compliance - Posting Date	11/24/2020 WA
Replaces – Policy Number	
Next Review - Due Date	11/24/2023