

# University of Wisconsin Department of Family Medicine – Residency Clinics CLINICAL POLICY AND PROCEDURE

## Title: Storage and Maintenance of Clinic Pharmaceuticals

**Effective Date:** July 2006

**Approval:** DFM Vice Chair of Clinical Care

**Supersedes Policy:** none

**Contact:** DFM Director of Clinical Care Services

<b>Reviewed</b>	<u>6/11/09</u>			

**Scope:** Applies to all DFM residency clinics

**Purpose:** To maintain quality control and consistent storage and maintenance of clinic pharmaceuticals and antigens.

**I. Storage Procedure:**

1. Do not store medications in door or near bottom of refrigerating unit.
2. Rotate stock. Use old medications prior to new.
3. Multiple medications should be organized and labeled inside cabinet or refrigerating or freezing unit.
4. Do not store laboratory specimens, employee food or beverages with refrigerated or frozen medications.

	<b>Non-Refrigerated Pharmaceuticals</b>	<b>Refrigerated Pharmaceuticals</b>	<b>Frozen Pharmaceuticals</b>
<b>Where to Store Medications?</b>	Locked cabinet or drawer	In the main compartments of the refrigerator Sufficiently away from walls to allow air to circulate	In a refrigerator freezer with separate doors.  Place frozen meds in the center of the freezer.
<b>Required Temperature</b>	60 – 70 degrees Fahrenheit	<b>36 – 46 degrees Fahrenheit</b>  Refrigerators storing small amounts of meds should be stocked with bottled water to assist in maintaining proper temperature.	<b>5 Degrees Fahrenheit or below</b> (especially with varicella vaccine)  Freezers should be routinely stocked with enough ice / ice bags to maintain proper temperature during the defrost cycle.

**II. Monitoring Refrigerator / Freezer Temperature Procedure:**

Refrigerators / Freezers must be

1. balanced so that the door closes freely.
2. plugged into an electrical outlet (not an adapter) dedicated to that unit only.

	<b>Requirements</b>
<b>Thermometers</b>	<ul style="list-style-type: none"> <li>• Separate thermometers will be used for freezer and refrigerator monitoring</li> <li>• Thermometers must be placed centrally in the refrigerating or freezing unit and away from the cold air outlet (not in door or bottom of unit).</li> <li>• Thermometers must be checked by the clinic designee when the clinic opens and at the end of the day. <u>The afternoon check must ensure that the refrigerator / freezing unit door is closed.</u></li> </ul>
<b>Temperature Logs (see DFM Temperature Medication Log)</b>	<ul style="list-style-type: none"> <li>• Logs must be documented daily to record freezer and refrigerator temperatures.</li> <li>• Temperatures must be recorded in Fahrenheit.</li> <li>• Logs must be faxed each month to DFM Director of Clinical Care Services (608-263-5813).</li> <li>• Original logs will be maintained at the site <b>for at least 3 years.</b></li> </ul>
	<b>Problem Solving</b>
<b>Temperatures deviate from accepted range</b>	<ol style="list-style-type: none"> <li>1. Relocate medications to a refrigerator/freezer within the accepted temperature range.</li> <li>2. Contact DFM Director of Clinical Care Services to determine if remaining medications are still viable and for problem solving around other contributing variables.</li> </ol>

**III. Expiration Dating Procedures:**

1. Date and initial multi dose vials when opened.
2. Expiration dates of all pharmaceuticals kept in stock should be checked monthly by the clinic designee.

**NOTE:** All medications are viable until the expiration date printed on the container, including samples. **EXCEPTIONS are:**

- **Nitroglycerin tablets** expire one month after the date of opening.
- **Injections with preservatives** (e.g. methylparaben, benzyl alcohol, chlorobutanol) expire one month after the first date of use. These are generally multiple dose vials.
- **Injectables without preservatives** expire 24 hours after first use.
- **Vaccines** can be used until the expiration date on the vial unless otherwise noted, e.g. varicella vaccine stable for 30 minutes after reconstitution.

**Adapted for DFM Residency By:** Maggie Dugan, RN, MS, FNP, DFM Director of Quality Services

**ADAPTED FROM:** UWFM Policy: Storage and Maintenance of Clinic Pharmaceuticals (effective 1/6/05)

**REVIEWED BY:** Sue Kaletka, Director of Clinical Care Services



6/27/2006

**AUTHORIZATION:** \_\_\_\_\_

Vice Chair of Clinical Care

Date