POLICY STATEMENT:

This policy shall stand as a guide for personnel qualified to appropriately acquire, maintain, and administer stock drugs and biologicals in the clinical areas.

SCOPE:

This policy applies to all TTUHSC ambulatory clinics conducted through its Schools that stock drugs and/or biologicals.

PROCEDURE:

1. The Clinic Medical Director, or designee, is responsible for ordering necessary drugs and biologicals for the clinical areas. They will be maintained and stored in areas not readily accessible to patients. Medication cabinets will be locked.

2. Drugs/biologicals will be stored separately from miscellaneous solutions (i.e., Betadine, Gentian Violet, Clorox, etc.) Medications requiring refrigeration must not be stored with food items. Thermometers will be placed in refrigerators and freezers to verify temperature levels. Refrigeration temp will be maintained at 35-46 degrees, monitored and logged daily (when clinics are open).

3. Medication required to be refrigerated or frozen should not be kept with food items. There should be an approved method to ensure refrigerator and/or freezer temperatures have been maintained. This should be monitored and logged daily by an individual designated by the clinic. Examples of approved methods may include:
   a. Refrigerator/freezer plugged into backup power source (recorded on log). See 4.01A, Sample Medication Refrigerator Temperature Log.
   b. Thermometer placed in refrigerator/freezer should record the highest and lowest temperatures and include a high/low alarm (recorded on log).

4. If temperatures have changed above or below appropriate, medications should be discarded.

5. Medication preparation will be conducted in specific areas designated by each clinic.

6. Medications will be administered according to physicians’ orders.

7. Out-dated or unused portions of medications in small amounts should be put in sharps containers, or red biohazard bag. Drug stocks should be reviewed in accordance with AC Policy 4.03, Medicaid Management, Administration and Documentation. If in a large amount, Environmental Safety Services should be contacted. Liquid vials should be discarded as per policy and not down the sink or toilet. All stock medications will be reviewed monthly by appropriate personnel to identify expired medications. See AC Policy 4.10, Multiple-Dose Medication Vials – Use, Handling and Expiration for labeling of open vials.
8. For vaccines provided through the state of Texas, the ambulatory clinic should use the form provided by the Texas state health department.

CERTIFICATION:
This policy was approved the Deans of the Schools of Medicine and School of Nursing December 2011.

ATTACHMENT:

4.01.A - Medication Refrigerator Temperature Log (Sample)