

The Village Residence	POLICY NO:	
	Issue Date:	September 2012 Revised. Revised Dec 2015. Revised Aug 2018, Sep 2021, Sept 2023
	Page 1 of 5	
Policy for Storage of Medicines		

Title of Policy: Policy on Storage of Medicines	
Ratification Details:	
Developed by: Director of Nursing Office and Clinical Nurse Manager.	Date Developed: Revised February 2012 Revised December 2015, August 2018, Sep 2021, Sept 2023
Developed By: Nursing Department.	Date Approved: Awaiting Approval and sign off
Implementation Date: February 2011 February 2012 Revised December 2015, August 2018, Sep 2021, Sept 2023	Review Date: Sep 2026 or sooner if required.
Policy Reference Number: HIQA Schedule 5 Supply Ordering Storage and receipt of medicines	No. of Pages 8
Status of the Policy: Final	

The Village Residence	POLICY NO:	
	Issue Date:	September 2012 Revised. Revised Dec 2015. Revised Aug 2018, Sep 2021, Sept 2023
	Page 2 of 5	
Policy for Storage of Medicines		

1.0. Storage Conditions

It must be taken into consideration that different medicines may require different storage conditions however, good practice is to store medication:

- Away from heat, dampness and light sources
- Some medication may require being stored in a refrigerator
- In a place where a certain resident's medication cannot be mixed up with others
- In a secure storage place where it could not be stolen
- Where they do not pose a risk to anyone
- In hygienic conditions
- Within their expiry and use by date

In The Village Residence, medicines can be stored by individuals in their own rooms or centrally by the nursing staff, however in the case of residents storing and handling their own medication, risk assessments must be carried out to ensure the safety of everyone involved.

2.0 Secure Storage

Medicines must be stored securely in The Village Residence. Only authorised nurses should be able to access the medicine, The Policy of The Village Residence is that the key's to any medicines storage area is held by the senior nurse on duty at any particular time

Keys are held by the nurse on duty in Butterfly Cottage

Keys are held by the nurse on duty in Red Robin Cottage

Keys are held by the nurse on duty in Forget me Not.

Keys are held by the nurse on duty in Meadowview Household.

Keys are held by the nurse on duty in Sunnyside Household

3.0 Emergency Medicines

In the case of emergency medicines being required, they must be stored so that nursing staff can access them quickly. In case an emergency happens where a resident requires medication, there is always sufficient adequately trained staff (at least one on every shift, day and night) to administer the medication and assist during an emergency.

4.0 Storage

The Village Residence	POLICY NO:	
	Issue Date:	September 2012 Revised. Revised Dec 2015. Revised Aug 2018, Sep 2021, Sept 2023
	Page 3 of 5	
Policy for Storage of Medicines		

4.1 All medicinal products should be stored in a secure manner, either in a locked cupboard or room. They should be stored in the appropriate environment as indicated on the label or packaging of the medicinal product or as advised by the pharmacist.

4.2 MDA scheduled controlled drugs should be locked in a separate cupboard/container from other medicinal products to ensure further security.

Medicinal products requiring refrigeration according to package labelling or the pharmacist should be stored in a designated refrigerator that is:

- Not used for any other purpose
- Accessible and reliable
- Capable of being secured and **MUST BE LOCKED AT ALL TIMES WITH ONLY ACCESS GIVEN TO NURSES.**

Medicines requiring refrigeration according to the packaging, labelling or the pharmacist should be stored in a refrigerator (between 2.0C and 8.0C). In residential care, there should be a separate, secure fridge that is only used for medicines that require cold storage.

4.3 Medicinal products should be stored separately from antiseptics, disinfectants and other cleaning products. Mobile trolleys and emergency boxes storing medicinal products should be locked and secure when not in use. Clinical Fridges must always be locked and kept in a secure manner and only Registered Nurses must have access to same.

5.0 Storage of Medicines.

Medicines must be stored in the appropriate storage area as indicated on the label or packaging of the product or as advised by the dispensing pharmacist.

Storage areas for medicines in The Village Residence are:

- The Resident's individualized medicine storage press in their own room.
- Medicines Store cupboard treatment room .
- Medicine Store room located at treatment room .
- Medicine fridge located at treatment room.
- The MDA locked cupboard located at treatment room.

Medicine keys for all residents' personal locked medicines presses must be kept on the person of the nurse in charge.

The Village Residence	POLICY NO:	
	Issue Date:	September 2012 Revised. Revised Dec 2015. Revised Aug 2018, Sep 2021, Sept 2023
	Page 4 of 5	
Policy for Storage of Medicines		

All MDA controlled drugs must be stored in the MDA cupboard in the treatment room.

MDA Schedule 2 drugs must be checked and recorded by two nurses at every changeover of shift.

- 5.1 All MDA Schedule 2 drugs must be entered into the Controlled Drugs Register recording the resident's name, amount of stock, batch number and expiry date.

Preparations for oral use must be separated from those for topical use to avoid confusion.

General Storage Principles.

Medicinal products must always be stored separately from antiseptics, disinfectants and cleaning products.

Stability: some preparations may require storage under well-defined conditions, e.g. 'below 10°C or 'store in a refrigerator'. The nurse receiving the medicine must check for any specific instructions on the packaging of the medicine.

Labeling: the wording of labels is chosen carefully to convey clearly all essential information. Printed labels should always be used.

Medicinal preparations should never be decanted / transferred (in bulk) from one container to another except by a pharmacist.

The label on the pack should in most cases give guidance about storage conditions for individual prescriptions. The term 'a cool place' is normally interpreted as meaning between 1°C and 15°C for which a refrigerator (between 2°C and 8°C) will normally suffice. 'Room temperature' allows a range of approximately 15°C to 25°C. If in any doubt about storage requirements for any preparation nurses should check with the pharmacist.

All drugs should be protected from light, heat (generally not above 25°C) and moisture.

Medicines requiring refrigeration to ensure stability (as noted on package labeling) should be stored in the medicines refrigerator.

The nurse in charge must check the temperature of the medicines refrigerator daily and record same in the medicines refrigerator checklist.

All MDA controlled drugs must be stored in the MDA cupboards.

All MDA Schedule 2 drugs must be checked and recorded by two nurses at every change of shift and recorded in the Controlled Drugs Register.

The Village Residence	POLICY NO:	
	Issue Date:	September 2012 Revised. Revised Dec 2015. Revised Aug 2018, Sep 2021, Sept 2023
	Page 5 of 5	
Policy for Storage of Medicines		

1.1.1 All MDA Schedule 2 drugs must be entered into the Controlled Drugs Register recording the resident's name, amount of stock, batch number and expiry date.

Medicinal preparations should never be decanted / transferred (in bulk) from one container to another except by a pharmacist.

Stock Control.

Only medicines currently prescribed for residents are kept in the Village Residence (HIQA, 2015, p. 12).

The Village Residence operates a system of stock checking every *Month*. This involves checking all areas where medicines are stored, including trolleys, cupboards and medicines fridges.

The nurse completing the stock control, checks for any out of date medicines or those no longer in use. Medicines that have exceeded their expiry date or are no longer in use are stored in the designated area in the medicine cupboard while awaiting return to the pharmacy.

The nurse who completes the stock check must record same and outcomes/actions taken on the appropriate form