


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
<b>TITLE:</b> Temperature Management for Medication Storage and Transport	<b>POLICY NO:</b> AD-PHARMA-08	Page 1 of 3
<b>RESPONSIBILITY:</b> Pharmacy		
<b>APPROVED BY:</b>  THERESA C. ARRIOLA, DIRECTOR	<b>DATE OF ORIGINAL APPROVAL:</b> SEP 24 2019	
	<b>LAST REVIEWED/REVISED:</b> 9/24/19.	

**PURPOSE:**

To outline the temperature requirements for storing and transporting medications requiring refrigeration and to provide guidelines for managing such medication.

**POLICY:**

- A. Guam Behavioral Health and Wellness Center (GBHWC) sets standard practices to ensure that all medications are stored within the manufacturers' recommended temperature range. This minimizes the risk of compromising the efficacy and safety of medications, such as injectable medicines which are temperature labile.
- B. All drugs shall be stored under proper temperature according to the specification of the manufacturer.
  - 1. Medications suitable for storage at room temperature must be maintained between 59°F and 86°F (15°C and 30°C), and room temperature must be checked and logged daily on the *Room Temperature Log Sheet*.
  - 2. Medications that require refrigeration must be maintained between 36°F and 46°F (2°C and 8°C), and refrigerator temperature must be checked and logged daily on the *Refrigerator Temperature Log Sheet*.

**DEFINITIONS:**

Cold Chain: Maintenance of the temperature of medications at all times during storage and transport between 36°F – 46°F.

**PROCEDURE:**

- A. Receiving Refrigerated Medications
  - 1. All deliveries of refrigerated medications must be unpacked immediately on arrival and placed in a pharmacy refrigerator, i.e., not left at room temperature. Items must remain in the manufacturer's original packaging to protect them from light.
  - 2. Whoever accepts the delivery must check the order for leakage, damage, and discrepancies to ensure that cold chain is maintained during transport and delivery.
  - 3. If there is any concern that the cold chain has been broken prior to delivery, do not accept the delivery and report the reason for non-acceptance to the distributor.
- B. Refrigerated Storage: Refrigerators used for storage of medications must:
  - 1. Be designed specifically for that purpose. Domestic refrigerators are not suitable for this purpose.
  - 2. Be of an appropriate size for the quantity of stock to be stored such as filled to no more than 75% capacity to allow adequate air circulation.

3. Be kept locked or in a locked room. Keys to the refrigerator must be stored securely and only accessible to authorized staff.
4. Not be used to store food, drinks, or specimens.
5. Should be placed in a well-ventilated room maintained between 50° F and 77° F temperature, away from external windows and all heat sources e.g. radiators, direct sunlight, at least 5-10 cm from walls and other units.
6. Be defrosted every 6 to 8 weeks if not self-defrosting or has an automatic defrosting mechanism.
7. Be serviced according to manufacturer's instructions to ensure an operating temperature of 35° F to 46° F.

#### C. Refrigerator Temperature Monitoring

1. Refrigerator temperature readings must be monitored by the Pharmacy Technician or designated staff using the integral thermometer display.
2. The designated person must read and record the maximum, minimum, and current temperature of each refrigerator at least once during each working day, preferably at the same time(s) of day each day.
3. The thermometer must always be reset after recording each reading by following the manufacturer's instructions.
4. Refrigerator temperature readings falling outside the range 35° F to 46°F must be reported to the pharmacists for risk assessment and appropriate action.
5. The current refrigerator temperature should also be visually checked before removing any medication.
6. If temperature varies outside the normal range the pharmacist or technician will notify the maintenance department to fix the refrigerator. In such a case, all drugs will be removed and stored elsewhere until repairs are completed.
7. The *Refrigerator Temperature Log Sheet* should be used to record refrigerator temperatures. Records should be kept for at least 2 years and close to the referenced fridge.

#### D. Refrigerator Content

1. All medications should be stored in the manufacturer's original packaging as this is printed with the expiry date and batch number, contains a patient information leaflet and administration instructions, and protects products from light and damage.
2. Fridge contents should be evenly distributed to allow air to circulate around items and shelves, thus enabling the temperature to remain constant throughout the fridge.
3. Medications should be stored in the main body of the fridge, not in the bottom drawer or door where the temperature can be higher. Storage adjacent to a freezer compartment or freezer packs should also be avoided.
4. Stock must be rotated according to expiry date and older stock placed at the front of the fridge to be used first to avoid medication waste.

#### E. Transporting Refrigerated Medications

1. Validated cool boxes and cool packs from a recognized medical supply company should be used in conjunction with validated maximum – minimum thermometers to ensure the cold chain is maintained during transport.
2. Ice packs and frozen cool packs should not be used unless indicated by manufacturer's instructions.
3. The time between removing injectable medications from refrigerated storage and administration must be kept to a minimum.

- F. Inpatient Units and Residential Recovery Program Drug Storage Refrigerators
1. Drug storage refrigerators in Inpatient Units and residential homes will be inspected daily and logged according to the above procedure by individuals designated by the supervisor. Compliance with this requirement will be monitored during monthly unit inspections performed in the Inpatient Units by the Pharmacist and in the residential homes by the Safety Officer.

**ATTACHMENT(S):**

*F-AD-PHARMA-08.1 Refrigerator Temperature Log Sheet*

*F-AD-PHARMA-08.2 Room Temperature Log Sheet*



**GUAM BEHAVIORAL HEALTH & WELLNESS CENTER**

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**REFRIGERATOR TEMPERATURE LOG SHEET**

Month \_\_\_\_\_

Year \_\_\_\_\_

Day	Temperature (36°F-46°F)	Recorded by	Comments/ Corrective Action
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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**Protocol:**

- Refrigerator temperature readings must be logged daily. Medications that require refrigeration must be maintained between 36°F and 46°F (2°C and 8°C). Refrigerator temperature readings falling outside the required range must be reported to the Pharmacist for risk assessment and corrective action.



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**ROOM TEMPERATURE LOG SHEET**

Month \_\_\_\_\_

Year \_\_\_\_\_

Day	Temperature (59°F-86°F)	Recorded by	Comments/ Corrective Action
1			
2			
3			
4			
5			
6			
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8			
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**Protocol:**

- Room temperature readings must be logged daily. Medications suitable for storage at room temperature must be maintained between 59°F and 86°F (15°C and 30°C). Room temperature readings falling outside the required range must be reported to the Pharmacist for risk assessment and corrective action.



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**REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

**Policy Title: Temperature Management for Medication Storage & Transport**

**Policy No: AD-PHARMA-08**

**Initiated by: Pharmacy**

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