


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Medication Handling	POLICY NO: AD-PHARMA-09	Page 1 of 1
RESPONSIBILITY: Pharmacy, Nursing Services		
APPROVED BY:  _____ THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 11/14/19	
	LAST REVIEWED/REVISED: 11/14/19	

POLICY:

Guam Behavioral Health and Wellness Center (GBHWC) follows best practice principles in the handling of medication and shall maintain all Pharmacy service areas in a manner consistent with infection control.

DEFINITIONS:

Medication Handling: The manipulation of medications in order to dispense and administer them.

PROCEDURE:

A. General Guideline

1. It is important to carefully read the label or other printed instructions issued with medications.
2. The ordered doses (quantities) should be measured accurately and never estimated. A measuring glass or spoon marked in milliliters, ounces, or both should be used.
3. In giving a dose of medicine, it is necessary to know to whom it is to be given, what has to be given, when it has to be given, and the prescribed amount.
4. The cover must never be left off the container because a necessary property may evaporate, the drug may become dangerously concentrated, or it may absorb moisture from the air and become difficult to handle or dilute.
5. The drug storage compartment must be kept locked.

B. Infection Control

1. Universal precautions shall be practiced whenever the situation warrants.
2. All personnel shall wash their hands before handling any medication.
3. Whenever possible, unit dose medication shall be provided, especially for injectable solutions.
4. All equipment and glassware shall be cleaned before and after use.
5. Pharmacy counters shall be wiped down each day.
6. All refrigerators shall be kept clean and maintain proper refrigeration temperatures.



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913

TEL: (671) 647-5330 FAX: (671) 649-6948

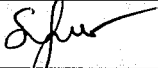
REVIEW AND ENDORSEMENT CERTIFICATION

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


Policy Title: Medication Handling

Policy No: AD-PHARMA-09

Initiated by: Pharmacy

Date	Signature
11/07/2019	

Quenie-Mei Fisher
Pharmacist

Date	Signature
11/7/19	

Carissa Pangelinan
Deputy Director