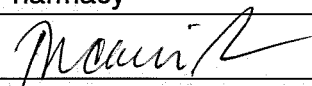


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Medication Storage and Security	POLICY NO: AD-Pharma-07	Page 1 of 2
RESPONSIBILITY: Pharmacy		
APPROVED BY:  THERESA C. ARRIOLA - DIRECTOR	DATE OF ORIGINAL APPROVAL: 9/9/2009	LAST REVIEWED/REVISED: 11/18/19

PURPOSE:

This policy and procedure is established to ensure appropriate standards and practices are maintained regarding the proper control of medication, ensuring that all pharmaceutical products are stored in a proper and safe manner so that their integrity, stability and effectiveness are maintained.

POLICY:

- A. To assure the quality, safety and efficacy of pharmaceutical products stocked in the pharmacy, all medicines must be stored in accordance with the requirements of their relevant marketing authorizations, or other relevant standards such as manufacturers' instructions.
- B. All areas where drugs are stored shall be dry, well-lighted, well-ventilated, and maintained in a clean and orderly condition. Storage areas shall be maintained at the temperature which will ensure the integrity of the drugs prior to their dispensing (*reference: FADPharma08 Temperature Management of Medicine Storage and Transport Policy*)
- C. Storage of food and drink other than medicine supply is prohibited in areas used for the storage of pharmaceutical products.
- D. All controlled substances shall be stored in a separate substantially constructed locked safe or a double locked cabinet bolted to the ground. It shall be stored to prevent diversion according to state and Drug Enforcement Agency (DEA) regulation.
- E. Pharmacy is locked at all times, with surveillance camera installed facing the main access to the pharmacy and dispensing area. The guards shall conduct their daily walk-through inspection each shift to check pharmacy unit.
- F. Access to the Pharmacy storage area and controlled drug cabinets are limited to approve staff only; such as Pharmacist, Pharmacy Technician, others are admitted only when Pharmacist is present. Access to Inpatient Unit stock medication room is limited to Nurse Administrator and shift charge nurses.

PROCEDURE:

- A. Medication cabinet specifications
 1. Shall not be located over heated areas (heat can change the chemical properties of medications).
 2. Shall be used only for medication storage.
 3. Shall be kept clean and orderly and inspected appropriately
 4. Shall have sufficient storage space and adequate lighting.
 5. Shall be kept locked except when putting in or taking out medication.

6. Key(s) to the locked medication storage cabinets must be secured by the Pharmacist

B. Pharmacy

1. When drugs are received from a manufacturer or supplier, the bulk supply shall be checked and placed by a designated pharmacist into the safe or locked cabinets.
2. Controlled Substances within the pharmacy requiring refrigeration shall be stored in a locked container within a locked refrigerator.
3. It is the responsibility of the pharmacist to keep the controlled drug storage safe, secured and locked at all times.
4. Only the pharmacist has access to the locked cabinet and refrigerator. During an emergency or in the absence of the pharmacist and with authority from the Guam Behavioral Health and Wellness Center (GBHWC) Director or delegate, a courtesy pharmacist (one not an employee or volunteer) may access the locked cabinet and refrigerator in order to fill prescriptions for the patient/consumers.
5. Pharmacy shall remove and store all expired drugs in a locked safe or cabinet and away from regular storage area.

C. Inpatient Units

1. Controlled substances issued for nursing unit use shall be stored in double locked cabinets in the units. If they require refrigeration, they shall be stored in a locked refrigerator.
2. The charge nurse of the Inpatient unit has the responsibility to ensure that the controlled drugs are secured and locked at all times and that shift change verification of stock is completed daily.
3. If any controlled substance is not used by patients over 30 days, the charge nurse shall return it to pharmacy for re-stocking upon carefully examining the medicines by the pharmacist.
4. If any controlled drug expires, charge nurse shall return it to pharmacy for disposal.

D. Residential Recovery Program

1. Controlled medication of individual consumers shall be stored in locked cabinets in the homes. If they require refrigeration, they shall be stored in a locked refrigerator.
2. The designated Psychiatric Technician has the responsibility to ensure that the controlled drugs are secured and locked at all times and that shift change verification of stock is completed daily.

SUPERSEDES: AD-Pharma 02 Medication Control Policy 11/16/2018; Director Rey Vega.

DATE OF REVIEWED/UPDATED: 11/16/2018; 9/10/2019



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 Storage and Security

Policy No: AD-PHARMA-07

Initiated by: Pharmacy

Date	Signature
11/07/2019	

Quenie-Mei Fisher
Pharmacist

Date	Signature
11/17/19	

Carissa Pangelinan
Deputy Director