List of Criteria for Safe and Secure Medication Storage

Security

- The medication room/storage area is a locked.
- Medication carts/cabinets are locked.
- All controlled substances are stored and secured in a double-locked cabinet.
- Keys are controlled by appropriate personnel.

General work areas and storage

- Medication areas are well lighted, free of food, beverages and cigarettes.
- The areas where medications (including carts, cabinets and drawers) are kept are clean, neat and well organized.
- Liquid containers are clean; there is a schedule and instructions for cleaning.
- Discontinued medications are removed and not used for stock or given to other patients.
- The amount of medication in stock is not excessive.
- There are no dirty, illegible, incorrect, defaced, inadequate or missing labels on any medication containers.
- All medications are properly labeled.
- All open stock bottles and parenteral vials are dated and initialed when first opened.
- There are no expired or deteriorated drugs.
- Medications are stored according to the route of administration.

Refrigerated medication

- The refrigerator is clean, organized and free of excessive frost. Only pharmaceuticals are kept in the refrigerator.
- There is a thermometer in the refrigerator and the temperature is checked daily and logged. The temperature in the refrigerator is not less than 36° or more than 46 ° Fahrenheit.
• Medications that require refrigeration are not left out of the refrigerator except during periods of use.

• Reconstituted medications are labeled with the date of preparation and/or expiration date. The concentration of reconstituted medications is clearly noted on the label.

• The number of opened vials is not excessive; and are initialed and dated when first entered.

Emergency medications

• The Crash Cart or emergency response bag is locked. There is a record of locks kept current.

• The key to the Crash Cart or emergency response bag is secure but readily retrievable in cases of emergency.

• There is a list of all medications in the Crash Cart or emergency response bag.

• All medications on the list are in the Crash Cart or emergency response bag. There are no medications in the Crash Cart or emergency response bag that have expired.

• Each nursing station and medication storage area has Poison Control telephone number.

Inventory control

• There are records that document receipt, distribution and disposal of stock medications.

• Proof-of-use sheets are used to document administration of single doses from bulk stock and the balance stated on the form matches the actual balance.

• Medication orders are current and properly charted on the MARs.

• Start and stop dates are recorded correctly on MARs and followed.

• New medication orders are properly transcribed onto MARs.

• All initials used on the MAR have a corresponding signature on file to validate credentials.

• Additional documentation is utilized for medication exceptions (refusals, medication held, not given, etc.)

• PRN medications are properly documented with the reason given.
• Medications that are given to patients for self-administration are properly noted (date, nurse’s initials, signature of patient) on the MAR.

**Sharps control**

• Sharp instruments (including needles and syringes) are securely locked.
• Proof-of-use or inventory sheets are maintained for each type of sharp and are accurate.
• Change of shift inventory counts are maintained for each type of sharp and are accurate.
• Syringes, needles and sharps containers are disposed of properly.

**Controlled substances**

• Proof-of-use or inventory sheets are maintained for each controlled substance and are accurate.
• Change of shift inventory counts are maintained for each controlled substance and are accurate.
• Medication receipt, distribution, and disposal records for Schedule II Controlled substances are accurately maintained and kept separate from other records.
• Medication receipt, distribution, and disposal records for Schedule III, IV, and V Controlled substances are accurately maintained and kept separate from other records.
• An annual controlled substance inventory is taken.
• Discontinued controlled substances are destroyed appropriately (according to current state regulations, witnessed by pharmacist and BOP inspector, Facility Administrator, or Director of Nursing).

**References, licenses and reporting forms**

• Appropriate and updated drug information reference source (s) (either electronic or paper source) is readily available.
• Forms for reporting medication errors and adverse drug events are readily available.
• A current copy of the Policy and Procedure (P&P) Manual for Pharmacy Operations is available to all personnel responsible for handling or access to prescription medications.
• Current licenses of personnel, including the Pharmacist are readily available.

• A copy of the current inspection report from the Board of Pharmacy is readily available.

• Government licenses (medication room, pharmacy, state Controlled Substances and DEA) are readily available and in date.

• A list of contact numbers for the Pharmacist is posted or readily available.

Adapted from


(Philadelphia: Elsevier Inc.).