



VMMC & Safdarjung Hospital,
Ministry of Health & Family Welfare,
Government of India, New Delhi.



सत्यमेव जयते

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Document No.	TITLE		
E/ NABH/ SJH/ SOP/ 03	SOP on storage of Medications		
Effective Date: 20/07/2020			
Function	Name	Designation	Signature
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Approved By	Dr. Balvinder Singh Arora	Medical Superintendent	<i>Balvinder Singh Arora</i>

Distribution: Quality Cell, Medical Superintendent, Medical Stores, All wards, All OTs, ICUs

REVISION SUMMARY		
Version No.	Effective Date	Revision History
1.0	20/07/2020	00

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1.0 INTRODUCTION

Every medication has its own recommended storage condition- from room temperature, to refrigeration, to freezing, therefore it's advisable to check with your pharmacist about any specific storage instructions. Many factors can damage your medication, including heat, air, light, and moisture. Exposure of medication to inappropriate conditions may render them ineffective, or even harmful if ingested. It's important to keep in mind that where you store your medication can affect its potency and safety.

2.0 PURPOSE:

To provide guidelines on storage of medicines.

3.0 SCOPE:

Pharmacy

All Medication storage areas

4.0 RESPONSIBILITY:

Medical Superintendent

Purchase Manager

Pharmacy Incharge

Pharmacists

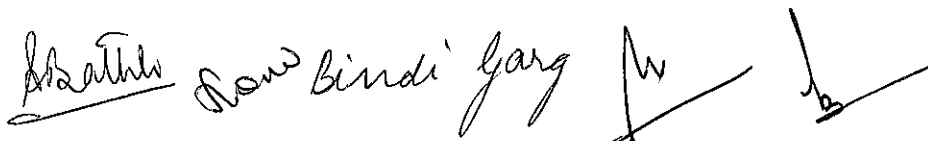
5.0 ABBREVIATION:

NABH : National Accreditation Board For Hospitals and Healthcare providers

MOM : Management of Medication

6.0 REFERENCE:



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7.0 POLICY & PROCEDURE

- All the drugs are stored as per the prevalent laws and regulations:
 - Pharmacy Act;
 - Narcotics and Psychotropic substances Act;
 - Drugs and cosmetics Act;
 - Food and Drugs Act;
 - Drugs and magical remedies Act.
- Cyto toxic drugs are not stored in advance. They are ordered only after prior intimation from the patients or Doctors.
- Medication shall be stored as per the storage requirement specified by the manufacturers, (these should address issues pertaining to temperature (refrigeration), light, ventilation, preventing entry of pests / rodents and vermin's) at all location of storage such as stores and pharmacy.
- The storage of medications is done in alphabetical order of their generic names in all the areas.
- Medications shall be stored in a clean, well lit, and ventilated environment.
- Refrigerator storage temperature shall be recorded 3 times a day in the stores and in the pharmacy, whereas in other storage areas, it shall be recorded 3 times a day and the same shall be verified and counter signed by the in-charge staff.
- Medications shall be protected from loss and theft.
- Sound alike and look alike medications shall be stored separately.
- Emergency medicines should be available all time.
- Emergency medications shall be replenished in a timely manner when used.

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Health *Sow Bindi garg*  

- Inventory practices (like first in and first out (FIFO, ABC) shall be followed while issuing inventory.
- The medicine shall be stored by generic name in an alphabetical order.
- Organization shall conduct audits at regular intervals every quarter.

8.0 VALIDITY STATEMENT

This document is valid for one year from the date of issue.

9.0 APPENDICES AND FORMS

- * Annexure A: Amendment sheet
- * Annexure B: Training log

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Annexure A

AMENDMENT SHEET

VMMC & Safdarjung Hospital, New Delhi

Sr No.	Page No.	Clause No.	Date of Amendment	Amendment Made	Reasons	Signature of Officer In-charge	Signature of Medical Superintendent
1							
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Saikat Sanyal *Sandhi Garg*  

Annexure B

VMMC & Safdarjung Hospital, New Delhi

TRAINING LOG (Contents, Deviation and Amendment)



Sr.No	Training Attendee	Date	Signature
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Officer In-charge

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