

# SOP: Storage, Security, and Disposal of Medications

This SOP details the **storage, security, and disposal of medications**, covering proper storage conditions to maintain medication efficacy, secure access to prevent unauthorized use, inventory management to track medication usage, and environmentally safe disposal methods to minimize health risks. Its purpose is to ensure the safe handling and management of medications, protecting both personnel and the environment.

## 1. Scope

This procedure applies to all staff involved in the handling, storage, security, and disposal of medications within the facility.

## 2. Responsibilities

- Pharmacy Staff: Ensure proper receipt, storage, monitoring, inventory management, and disposal of medications.
- Supervisors/Managers: Oversee compliance with this SOP and provide relevant training.
- All Staff: Report discrepancies or incidents and follow SOP instructions strictly.

## 3. Procedure

### 3.1 Storage of Medications

1. Store medications according to manufacturer instructions (e.g., temperature, humidity, light exposure).
2. Use designated, labeled storage areas (refrigerators, shelves, locked cabinets) as appropriate.
3. Segregate medications needing special conditions (e.g., refrigerated, hazardous, controlled substances).
4. Keep storage areas clean, organized, and free of pests or contaminants.
5. Conduct routine inspections to ensure compliance with storage conditions.

### 3.2 Security of Medications

1. Restrict access to medication storage areas to authorized personnel only.
2. Lock cabinets and storage rooms for controlled, hazardous, or high-risk medications.
3. Record and monitor access via logbooks, key control, or access badge systems as appropriate.
4. Report any loss, theft, or unauthorized access immediately to supervisors.

### 3.3 Inventory Management

1. Maintain accurate inventory records using an approved system (manual log or electronic database).
2. Record medication receipts, usage, and disposal promptly.
3. Perform regular stock audits to identify discrepancies, expired, or damaged medications.
4. Follow the "first-expiry, first-out" (FEFO) principle.

### 3.4 Disposal of Medications

1. Identify medications due for disposal (expired, contaminated, damaged, or no longer needed).
2. Segregate medications for disposal per regulatory and environmental guidelines.
3. Dispose as follows:
  - **Non-hazardous medications:** Use designated pharmaceutical waste bins.
  - **Hazardous medications:** Dispose according to hazardous waste protocols in collaboration with authorized waste management services.
  - **Controlled substances:** Follow legal requirements for witnessed destruction and documentation.

- 4. Record disposal details (date, medication, quantity, method, personnel involved).
- 5. Never flush medications down the drain or throw them in regular trash unless authorized.

## 4. Documentation

- Medication Inventory Logs
- Disposal Records
- Incident Reports (loss, theft, accident)
- Temperature/Humidity Monitoring Logs

## 5. Training

All personnel responsible for medication handling must receive initial and refresher training on this SOP and related safety practices.

## 6. References

- Manufacturer guidelines
- Local, state, and federal regulations on medication storage, security, and disposal
- Facility's Waste Management Policy

## 7. Revision History

Date	Version	Description of Change	Prepared/Reviewed by
	1.0	Initial Release	