

SOP: Storage Guidelines for Medications and Supplies

This SOP details **storage guidelines for medications and supplies**, focusing on proper temperature control, secure storage environments, labeling and expiration date management, inventory monitoring, and compliance with regulatory standards. The goal is to ensure the safety, efficacy, and accessibility of all medications and supplies by maintaining optimal storage conditions and preventing contamination or degradation.

1. Purpose

To provide clear procedures for safe, effective, and compliant storage of medications and supplies.

2. Scope

This SOP applies to all staff handling medications and medical supplies at [Facility/Department Name].

3. Responsibilities

- All staff are responsible for adhering to the storage guidelines.
- Supervisors ensure compliance and provide training.
- Designated staff monitor inventory, expiration dates, and environmental controls.

4. Storage Guidelines

4.1 Temperature Control

- Store medications according to manufacturer recommendations (**e.g.**, room temperature 20°-25°C, refrigeration 2°-8°C).
- Use temperature-controlled storage (refrigerators, freezers, climate-controlled rooms) as required.
- Document and monitor temperatures at least twice daily; maintain temperature logs for audit.
- Address and report temperature excursions immediately.

4.2 Secure Storage Environment

- Store all medications and supplies in locked cabinets or rooms accessible only to authorized personnel.
- Separate hazardous, flammable, and controlled substances as per legal and safety standards.
- Maintain clean, organized, and dry storage areas to prevent contamination and mix-ups.

4.3 Labeling and Expiration Date Management

- Ensure all products are labeled with name, strength, lot number, and expiration date.
- Clearly label opened items with date of opening and revised expiration date, if applicable.
- Practice **First-Expire, First-Out (FEFO)** inventory management.
- Remove and safely dispose of expired or unusable products promptly according to waste procedures.

4.4 Inventory Monitoring

- Conduct regular inventory checks (monthly or as required by regulation).
- Keep inventory records up-to-date for all medications and supplies, noting receipt, dispensing, and disposal.
- Report inventory discrepancies, damages, or shortages immediately to designated staff.

4.5 Compliance

- Follow all local, state, and federal regulations for the storage of medications and medical supplies.
- Adhere to manufacturer and facility policies regarding storage, security, and monitoring.
- Participate in regular training and compliance audits.

5. Documentation

- Maintain temperature logs and inventory records for a minimum of [X] years (as required by regulation).

- Document all incidents (e.g., temperature excursions, expired item removal) and corrective actions taken.

6. Training

- All relevant staff must complete training on these storage guidelines prior to handling medications and supplies.
- Annual refresher training is required for continued compliance.

7. Revision & Review

- This SOP is to be reviewed annually and updated as needed to remain current with regulatory requirements and best practices.
- Record all changes in a revision history table.

Date	Author	Revision Details
[Date]	[Name]	Initial version

8. References

- Manufacturer storage recommendations and safety data sheets (SDS)
- Local, state, and federal regulations
- [Facility/Department] Policies and Procedures