

SOP Template: Medication Storage and Administration Guidelines

This SOP provides comprehensive **medication storage and administration guidelines** to ensure the safe, effective, and compliant handling of medications. It covers proper storage conditions, inventory management, labeling requirements, administration protocols, dosage accuracy, expiration monitoring, and documentation procedures. The goal is to maintain medication integrity, prevent errors, and promote patient safety through standardized practices.

1. Purpose

To establish standardized practices for the storage, handling, and administration of medications, ensuring safety, quality, and compliance with regulatory standards.

2. Scope

This SOP applies to all staff involved in medication management including procurement, storage, preparation, administration, and documentation in the facility.

3. Responsibilities

- **Healthcare Professionals** – Adhere to protocols for storage, administration, and accurate documentation.
- **Pharmacists** – Oversee inventory, ensure labeling compliance, and monitor expiration dates.
- **Supervisors/Managers** – Ensure staff training and SOP adherence.

4. Medication Storage Guidelines

1. Store all medications in designated, secured, and clean areas according to manufacturer recommendations.
2. Monitor and record environmental conditions (temperature, humidity) regularly.
 - **Room Temperature:** 20–25°C (68–77°F)
 - **Refrigerated:** 2–8°C (36–46°F)
3. Keep medications in original containers with intact labels.
4. Segregate look-alike/sound-alike drugs to prevent mix-ups.
5. Restrict access to authorized personnel only.
6. Store controlled substances in locked cabinets as per legal requirements.

5. Inventory Management

1. Maintain an up-to-date medication inventory log.
2. Conduct routine inventory audits (minimum monthly).
3. Practice "First Expired, First Out" (FEFO) method for stock rotation.
4. Promptly remove expired or damaged medications from stock.

6. Labeling Requirements

1. Ensure every medication container is labeled with:
 - Drug name (generic and brand)
 - Strength and concentration
 - Lot number
 - Expiration date
2. Re-label and repackage only by qualified personnel following regulatory standards.

7. Medication Administration Protocols

1. Verify prescriber's order before administration.
2. Employ the "Five Rights" of medication administration:
 - Right patient
 - Right medication
 - Right dose
 - Right time
 - Right route
3. Use at least two patient identifiers before administration.
4. Document administration immediately after delivery to patient.

8. Dosage Accuracy

1. Use calibrated devices (syringes, cups) for measuring liquid medications.
2. Double-check calculations for pediatric, high-alert, or weight-based dosing.
3. Record administered dose and time accurately in the patient's medication record.

9. Expiration Monitoring

1. Check expiration dates before dispensing or administering any medication.
2. Quarantine and document expired medications for safe disposal per regulatory guidelines.

10. Documentation Procedures

1. Record all medication transactions, including dispensing, administration, wastage, and disposal.
2. Use approved medication administration records (MARs) or electronic systems.
3. Report and document any medication errors or adverse reactions promptly.

Note: All guidelines are subject to local, state, and federal regulations. Regular staff training and SOP reviews are recommended to ensure compliance and up-to-date practices.