

COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 5, CHAPTER 11, POLICY 010

LABELING AND STORING MEDICATIONS

- A. PURPOSE:** To establish a uniform standard for labeling and storing medications; and to provide guidelines for ensuring compliance with federal and state laws for medication labels and appropriate storage requirements.
- B. FORMS REQUIRED/ATTACHMENTS:**
- a. Attachment A – Cold Storage Medication Monitoring Log
 - b. Attachment B – Room Storage Medication Monitoring Log
- C. DEFINITIONS:** N/A
- D. POLICY:** Yolo County Health and Human Services Agency (HHS) will NOT routinely label medication. HHS will not store medication on a regular basis, except for certain injectable medication that is administered by a nurse or physician, and will be stored in a safe, controlled location in the HHS office. Such medications will be stored per drug manufacturer recommendations. Any medications stored on site at HHS will be labeled by a pharmacy in accordance with federal and state laws.
- E. PROCEDURE**
1. The pharmacy of client's choice, or the pharmacy from which injectable medications are routinely ordered, will be responsible for all labeling of medication as ordered by the HHS prescribing provider.
 2. If the HHS prescriber chooses to dispense a sample drug, the label will be completed by the prescriber, or by nursing staff with prescriber order (see HHS PP 5-11-013).
 3. All labels on drug containers will include the following information:
 - a. Client's name and date of birth
 - b. Name of medication
 - c. Strength of medication
 - d. Quantity of medication (tablets/injections)
 - e. Directions for taking the medication
 - f. Name of manufacturer, if generic

- g. Expiration date
 - h. Any warnings or precautions
 - i. For prescribed medications from the pharmacy (this does not apply for samples which will be labeled by prescriber or registered nurse):
 - i. Date prescription filled
 - ii. Refills remaining
 - iii. Identification of prescriber
 - iv. Pharmacy name, or identification of dispenser (initials OK)
4. Injectable medication which meets all of the following criteria may be stored at HHSA:
- a. Prescribed by HHSA prescriber
 - b. Prescriber's order for medication to be administered at HHSA
 - c. Prescription must be prepared at a pharmacy by a licensed pharmacist with proper and legible labeling with physician's order and date, except samples, as outlined above
 - d. All drugs will be stored at appropriate temperatures:
 - Room temperature: 15° C to 30° C (59° F to 86° F)
 - Refrigerated temperature: 2° C to 8° C (36° F to 46° F)

Drugs shall preferably not be stored in a refrigerator also used for food storage; however, if not possible to use separate refrigerators, drugs stored in a refrigerator also used for food storage shall be confined to a closed container clearly labeled "DRUGS".
 - e. Medication will not be administered at HHSA unless it is stored at HHSA
 - f. Medication must be delivered to HHSA in clean, unbroken containers/packages with secure closure
 - g. Medication delivered to HHSA by the pharmacy shall be signed for by support staff with nursing staff reviewing receipt and logging medication.
5. Drug containers or packages which are cracked, soiled, or without secure closure will not be used.
6. All drug labels must be legible.
7. All drugs obtained by prescription will be labeled in compliance with federal and state laws, and no person other than a pharmacist or physician may alter any prescription label.
8. Test reagents, germicides, disinfectants, and other non-ingestible substances will be stored separately from drugs.
9. Drugs intended for external use only will be stored separately.
10. Drugs will be stored in an orderly manner in a locked cabinet/drawer or refrigerator of sufficient size to prevent crowding.

11. Drugs will be stored in a secure area accessible only to medical and nursing staff and Licensed Psychiatric Technician (LPT).
12. Drugs will not be retained after the expiration date indicated on the label. No contaminated or deteriorated drugs will be used. All expired, contaminated, deteriorated, or surrendered medications will be disposed of in accordance with federal and state laws (see HHSA PP 5-11-015).
13. Drugs being retained and stored for specific clients will remain in their original containers.
14. All multi-dose medication vials shall be dated and initialed when opened, and shall be discarded within 28 days after initial puncture, unless the manufacturer specifies a different (shorter or longer) date for that opened vial.

F. REFERENCES:

CCR, Title 9, § 1810.435 (b) (3)

MHP Contract, Exhibit A, Attachment 1, Appendix D, § A, Items 10a-10d

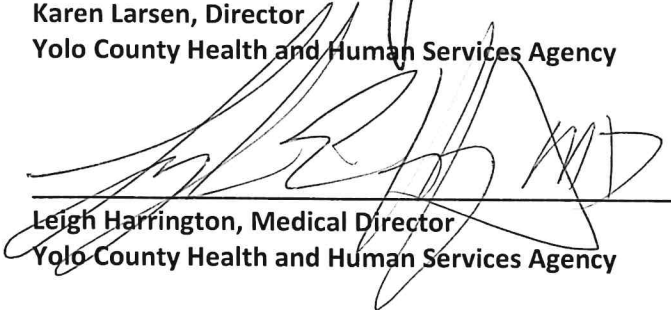
United States Pharmacopeia (USP) General Chapter 797

Approved by:



Karen Larsen, Director
Yolo County Health and Human Services Agency

7/15/19
Date



Leigh Harrington, Medical Director
Yolo County Health and Human Services Agency

7/9/19
Date

