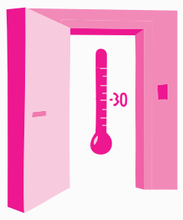
Temperature in storage room

High temperatures accelerate reactions of active chemicals in medicines, which can cause medication to degrade and become ineffective or even harmful.

Storage areas should be maintained within acceptable and specified temperature limits.

The special storage conditions instructed on the medicine labels (e.g. temperature, relative humidity), should be followed, controlled, monitored and recorded.

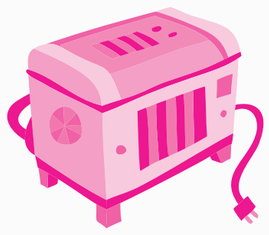
1. **Ensure that the temperature in the storage room is below 30˚C.**



2. **Install a calibrated thermometer.**

3. **Measure and record the temperature in the storage room every day.**

4. **In case you have products that require storage below 8˚C, ensure to have a fridge that is connected to a generator in case of power outages.**



5. **Ensure that products with a lower storage temperature requirement are stored lower down in the room where the temperature is cooler.**

6. **If possible, install air conditioning or any other temperature control device. Alternatively, install blackout blinds to decrease the temperature in the storage room.**

Clean storage room

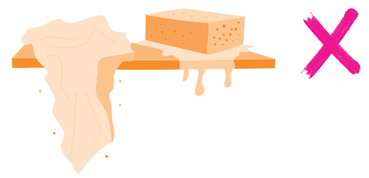
Contamination of medicines in a storage room can lead to catastrophic consequences. It can compromise the safety of patients, staff and the environment.

There should be sufficient space, lighting and ventilation to ensure required segregation, appropriate storage conditions and cleanliness.

1. **Store medical products off the floor, away from walls and ceilings, protected from direct sunlight and suitably spaced, to allow ventilation, cleaning and inspection.**

2. **Clean premises every day.**

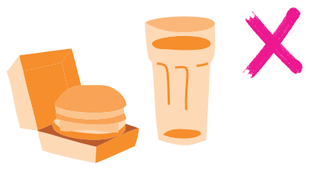
3. **Store cleaning equipment outside of the storage room to avoid any possible source of contamination.**



4. **Protect premises from the entry of birds, rodents, insects and other animals with a rodent and pest control programme.**

5. **Keep the storage room free of toilets and washing areas.**

6. **Prohibit eating, drinking and smoking in storage rooms.**



Safety & security

Medicines are valuable commodities and represent high economic value.

The risk of fraud, theft and abuse of pharmaceuticals will increase if there is no controlled access to and accountability of the storage room.

Sufficient security measures should be provided to safeguard the storage room and the products. Access to the storage room should be controlled.

1. **Always lock the door of the storage room.**

2. **Assign a Responsible Person who is the key holder and who is accountable for access to and maintenance of the storage room.**

3. **Have a delegated substitute to be the consistent replacement for when the Responsible Person is unavailable.**

4. **Keep a record of persons entering the storage room.**

5. **Materials and medical products should be handled and stored in such a manner as to prevent contamination, mix-ups and cross-contamination, through regularly cleaning and disinfecting, upkeep of batch numbers and logging inventory.**

6. **Ensuring to have regularly serviced fire-detection and firefighting equipment in place.**

IPPF

Storage room processes

A complete set of processes is required to efficiently manage the operations of a storage room, without which, there is an increased risk of inefficient and unsafe use of stock.

Without following defined processes, stock counts can be incorrect or non-existent, products can be untraceable and stock expiries won't be effectively monitored, which can risk patient safety.

Storage rooms should be suitably located, designed, constructed and maintained, to ensure appropriate operations such as receiving, storage, picking, packing and dispatch of medical products.

1. **Document all procedures, records, and data, preferably in both paper and electronic form.**

2. **All documents should be completed, signed, and dated as required by the Responsible Person. They should be updated regularly and not changed without authorisation.**

3. **Each incoming delivery should be checked against the relevant documentation, to ensure that the correct product is delivered from the correct supplier: batch number, expiry date, product and quantity must be documented.**

4. **Contaminated and damaged products, as well as products subject to sampling, must be quarantined in a specific area.**

5. **All containers and shelves in the storage room should be clearly labelled with the name of the medical product, quantity available, batch number, expiry date, and the specified storage conditions.**

6. **Monitor and document all product expiry dates in the storage room on a monthly basis, and remove expired products accordingly.**

7. **A monthly stock count must be conducted and logged accordingly in the record-keeping system.**

8. **When distributing products, implement the FEFO method, 'First Expire, First Out'.**

9. **Record and log all products and batches given to clients, to document in the event of a product recall.**