



CRH SIKKIM
MANIPAL
UNIVERSITY
CENTRAL REFERRAL HOSPITAL - SMIMS

Documented Procedure

TITLE: SOP for Storage of Medicines

DOCUMENT NO: SOP/CRH/MOM/SOM/14

REVISION NO: 00

REVISION DATE: 00

VERSION NO. 01

ISSUE/EFFECTIVE DATE: 3/12/2019

PAGE NO: 01 to 03

DOCUMENT CONTROL STATUS: Controlled

1. Abbreviations and Definition

1.1 Abbreviation:

- IP: Indoor-Patient
- OP: Outdoor-Patient
- HIS: Hospital Information System

1.2 Definition:

Storage of medicines is the preservation of items for future use and/or issue to other department.

2. Expected Outcome:

- It maintains integrity of packing and guarantees quality potency of drugs during shelf life.
- Prevents and reduces pilferage, theft or losses.



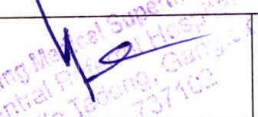
3. Objectives:

- To ensure proper storage of medications as per the manufacturer guidelines.

4. Scope:

- The scope of storage covers all kind of medications used in the hospital as per the hospital formulary.
- The drugs that are stored in Inpatient Pharmacy, Outdoor Pharmacy and bulk Pharmacy.

CONTROLLED

			DP 02
Prepared By	Reviewed By	Approved By	
<small>All information in this document is confidential and property of Central Referral Hospital, Gangtok. Reproduction in any form, either in part or full to be done only with written permission.</small>			



CRH SIKKIM
MANIPAL
UNIVERSITY
CENTRAL REFERRAL HOSPITAL - SMIMS

Documented Procedure

TITLE: SOP for Storage of Medicines

DOCUMENT NO: SOP/CRH/MOM/SOM/14

REVISION NO: 00

REVISION DATE: 00

VERSION NO. 01

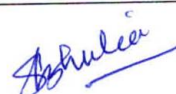

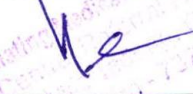
ISSUE/EFFECTIVE DATE: 3/12/2019

PAGE NO: 01 to 03

DOCUMENT CONTROL STATUS: Controlled

5. Process:

Sl no:	Process	Responsibility
5.1	All the drugs are stored as per the prevalent rules and regulations.	Pharmacy In charge
5.2	Medication are stored as per the storage requirement specified by the manufacturers, (these should address issues pertaining to temperature (refrigeration), light, ventilation, preventing entry of pests / rodents and vermin's) at all location of storage such as stores and pharmacy.	Pharmacy In charge
5.3	The storage of medications is done in alphabetical order of their brand names in all the areas.	Pharmacist
5.4	Medications are stored in a clean, well lit, and ventilated environment.	Pharmacist
5.5	Refrigerator storage temperature should be recorded 2 times a day in the stores and in the pharmacy.	Pharmacist
5.6	Look alike & Sound alike medications are stored separately	Pharmacist
5.7	Emergency medicines should be available all time	Pharmacist
5.8	Emergency medications should be replenished in a timely manner when used.	Pharmacist
5.9	Inventory practices (like first in and first out (FIFO, ABC) will be followed while issuing inventory.	Pharmacist
5.10	Bulk products like IV Fluids, Irrigation Fluids should be stocked on Level - I demarked as stores.	Bulk Pharmacy In charge
5.11	Cartons should be stacked as per the instructions on the carton itself. This will prevent damage to the products inside	Bulk Pharmacy In charge

			DP 02
Prepared By	Reviewed By	Approved By	

All information in this document is confidential and property of M/s Central Referral Hospital, Gangtok. Reproduction in any form, either in part or full to be done only with written permission.

Ravi Kumar Pharmacy
Central Referral Hospital
5th Mile Tadong, Gangtok-737102
Emp Code 4293



CRH SIKKIM
MANIPAL
UNIVERSITY
CENTRAL REFERRAL HOSPITAL - SMIMS

Documented Procedure

TITLE: SOP for Storage of Medicines

DOCUMENT NO: SOP/CRH/MOM/SOM/14

REVISION NO: 00

REVISION DATE: 00

VERSION NO. 01

ISSUE/EFFECTIVE DATE: 3/12/2019

PAGE NO: 01 to 03

DOCUMENT CONTROL STATUS: Controlled




5.12	Expired & damaged product/s should be kept away from the storage area labelled as Expired/Damaged	Bulk Pharmacy In charge
5.14	Narcotic drugs are kept in separate storage area under dual lock and key facility.	Bulk Pharmacy In charge
5.15	Only Store In charge and Pharmacy Manager is permitted to handle these drugs. Narcotics drugs are issued on Narcotic requisition signed by authorised Doctor.	Pharmacy Manager/ Bulk Pharmacy In charge
5.16	Narcotic drugs will be collected by Nurses only	Nurses

6. Responsibilities:

- Pharmacy Manager
- Pharmacy In-charge
- Pharmacist

7. Records:

- Inventory details in HIS

			DP 02
Prepared By	Reviewed By	Approved By	
All information in this document is confidential and property of M/s Central Referral Hospital, Gangtok. Reproduction in any form, either in part or full to be done only with written permission.			

Emp Code 4293