

PROCEDURE FOR PROPER STORAGE OF DRUGS AND MEDICAL SUPPLIES

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Purpose: The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach on how to ensure proper storage of drugs and medical supplies in the Health Facility

SNo.	PROCEDURE	RESPONSIBLE STAFF
1.0	SAFETY AND SECURITY	
1.1	Secure storage rooms from unauthorized entry.	Stores In-charge
1.2	Protect storage rooms from direct water entry, i.e. from rain.	Stores In-charge
1.3	Do not expose the store room to open fire e.g. cooking stoves, candles etc.	Stores In-charge
1.4	Ensure the fire safety equipment is available and accessible.	Stores In-charge
1.5	Store flammable products separately from other commodities, using the appropriate safety precautions to do so.	Stores In-charge
1.6	Always wear protective gear while in the store room, i.e. coat, helmet.	Stores In-charge
2.0	KEEP THE STORE CLEAN	
2.1	Mop store rooms regularly, i.e. at least once a day.	Stores In-charge
2.2	Dust off all surfaces within the store regularly, i.e. at least once a day.	Stores In-charge
2.3	Fumigate store rooms frequently, i.e. at least once every two months.	Stores In-charge
2.4	Do daily Temperature reading and monitoring and once the temperature is above normal ranges, open all windows, doors and turn on the fan.	Stores In-charge
3.0	ARRANGEMENT IN THE STORE	
3.1	Store commodities in a dry, well lit and well ventilated store room. Do not store commodities in the path of direct sunlight.	Stores In-charge
3.2	For cold chain items, maintain suitable cold chain storage and make sure to record regular temperature readings of the cold chain facilities.	Stores In-charge
3.3	Store cartons at least 10cm (4 inches) off the floor, 30cm (1 foot) away from the walls and other stacks and not more than 2.5 meters (8 feet) high.	Stores In-charge
3.4	Arrange cartons so that arrows point up and identification labels, expiry and manufacturing dates are visible.	Stores In-charge
3.5	Store commodities in a manner that facilitates First Expiry, First out (FEFO) stock rotation.	Stores In-charge
3.6	Store commodities away from insecticides, hazardous materials, old files, office supplies and equipment to avoid cross contamination	Stores In-charge
3.7	Store latex products away from electric motors and fluorescent light.	Stores In-charge
3.8	Separate commodities for external use from injectable and products to be ingested.	Stores In-charge
3.9	Keep narcotics and other controlled substances under lock and key, accessible only to authorized personnel.	Stores In-charge
4.0	DISPOSAL OF DAMAGED AND EXPIRED PRODUCTS	
4.1	Separate damaged and/or expired products from viable commodities once identified without delay.	Stores In-charge
4.2	Dispose them in accordance with established procedures.	Stores In-charge