

PROCEDURE FOR MANAGING DRUG EXPIRIES IN THE HEALTH FACILITY

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Purpose: The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach on how to manage drug expiries in the health facility stores.

SNo.	PROCEDURE	RESPONSIBLE STAFF
1.0	DEALING WITH SHORT DATED ITEMS IN THE HEALTH FACILITY STORE	
1.1	Develop or use an expiry tracker	Stores In-charge
1.2	After conducting a physical stock count, make a note of any of the items expiring within six months (or longer, for slow moving items)	Stores In-charge
1.3	Record these items on the expiry tracker, detailing the products, the batch number and the expiry date.	Stores In-charge
1.4	Calculate how many units will be issued and used by your facility before the items expire. From that figure you can see how much you may need to redistribute.	Stores In-charge
1.5	Transfer medicines which are nearing expiry (3 months near the expiry date) to the front of the shelf, so that they can be issued first. First in- First out (FIFO)	Stores In-charge
2.0	REDISTRIBUTING SHORT DATED AND/OR OVER DATED STOCK ITEMS	
2.1	Alert the JMS Technical Representative or District Health Officer about any stock that cannot be used before expiry or that you have too much of.	Health Unit Management
2.2	Hand over the items to District or authorized staff for redistribution. Fill in a requisition and issue voucher to go with the stock and keep copy for your facility. A member of the health unit management committee should be present during the handover.	Stores In-charge/ Health Unit Management
2.3	On the stock card, fill in the losses and adjustments column the quantity sent to the district store or authorized staff and note the reason.	Stores In-charge
3.0	EXPIRED PRODUCTS PICK-UP	
3.1	After conducting a physical stock count, make a note of any items that have expired.	Stores In-charge
3.2	Remove these items from the shelf and store them in a separate location from the medicines store. Label the stock as expired.	Stores In-charge
3.3	Make the necessary changes to the stock cards, indicating the negative adjustment to the quantity at hand.	Stores In-charge
3.4	Fill in a drug returns form, indicating details of the expired products name, batch number, expiry date and the quantity expired.	Stores In-charge
3.5	Inform the JMS Technical Representative or District Health Officer of the expired products.	Health facility In-charge
3.6	Transfer the expired products or drugs to the DHO for destruction.	Health facility In-charge