

# Storage of Medication

---

## Medicines need to be stored so that:

- 1 They are not damaged by heat, dampness, exposure to light.
- 2 They cannot be mixed up with other people's medicines.
- 3 They cannot be stolen.
- 4 They do not pose a risk to anyone else.

## What can go wrong?

Medications in care settings should be stored in locked cupboards, fridges or trolleys; keys should be available to designated staff. If medicines are not stored securely they may be stolen, accidentally mixed up with other people's medicines, or may be taken incorrectly.

Internal and external medication must be stored separately. Bulky items, e.g. feeds, can be stored separately but must be off the floor.

Extreme temperatures (hot and cold) or excessive moisture can cause deterioration of medicines and some are more susceptible than others. They shouldn't be stored in steamy places such as kitchens and bathrooms. Patient information Leaflets (PIL) state what the storage requirements are for individual medicines.



**Medicines Fridge**

1 of 4



**Emergency drug bag / box / trolley:** These should be tamper evident, but must be easily accessible, so should not be stored in a locked



cupboard. Emergency medicines can be located in

2 of 4



### **Individual patient lockers:**

Locked storage spaces for patient-own medicines. Standard Operating Procedures for each service will include whether these are used and how they are to be used / monitored. Any

3 of 4



### **Controlled Drug (CD) cabinet:**

There are specific requirements about the type of cabinet, where they are placed and the type of lock etc. stipulated within the legislation. Access to these cabinets are very

## Fridge Storage

- Most drugs require storing below 25 °C.
- Some require 'fridge storing' at 2 to 8 °C.




Insulin

---

Some drugs have specific instructions storage, and storage requirements may also change once a medication is being used. Patient Information Leaflets provide specific requirements for each medication.

## Monitoring Fridge Temperatures



**Appendix 1: Fridge monitoring temperature log**

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date / Day	Current Temp °C	Max Temp °C	Min Temp °C	Action taken if outside range °C	Checked by (Initials)	Thermometer reset (tick)
1 <sup>st</sup>						
2 <sup>nd</sup>						
3 <sup>rd</sup>						
4 <sup>th</sup>						
5 <sup>th</sup>						
6 <sup>th</sup>						
7 <sup>th</sup>						
8 <sup>th</sup>						
9 <sup>th</sup>						
10 <sup>th</sup>						
11 <sup>th</sup>						
12 <sup>th</sup>						
13 <sup>th</sup>						
14 <sup>th</sup>						
15 <sup>th</sup>						
16 <sup>th</sup>						
17 <sup>th</sup>						
18 <sup>th</sup>						
19 <sup>th</sup>						
20 <sup>th</sup>						
21 <sup>st</sup>						
22 <sup>nd</sup>						
23 <sup>rd</sup>						
24 <sup>th</sup>						
25 <sup>th</sup>						
26 <sup>th</sup>						
27 <sup>th</sup>						
28 <sup>th</sup>						
29 <sup>th</sup>						
30 <sup>th</sup>						
31 <sup>st</sup>						

Record date(s) fridge was defrosted: .....

Review:

Has the fridge temperature been checked every day? Yes / No

Has any necessary action been taken? Yes / No

If yes, what was the action? .....

Reviewed by: ..... Date: .....

Appendix 1: Fridge monitoring temperature log

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date / Day / Time	Current Temp °C	Max Temp °C	Min Temp °C	Action taken if outside range 2-8°C	Checked by (initials)	Thermometer reset (tick)
1 <sup>st</sup>						
2 <sup>nd</sup>						
3 <sup>rd</sup>						
4 <sup>th</sup>						
5 <sup>th</sup>						
6 <sup>th</sup>						
7 <sup>th</sup>						
8 <sup>th</sup>						
9 <sup>th</sup>						
10 <sup>th</sup>						
11 <sup>th</sup>						
12 <sup>th</sup>						
13 <sup>th</sup>						
14 <sup>th</sup>						
15 <sup>th</sup>						
16 <sup>th</sup>						
17 <sup>th</sup>						
18 <sup>th</sup>						
19 <sup>th</sup>						
20 <sup>th</sup>						
21 <sup>st</sup>						
22 <sup>nd</sup>						
23 <sup>rd</sup>						
24 <sup>th</sup>						
25 <sup>th</sup>						
26 <sup>th</sup>						
27 <sup>th</sup>						
28 <sup>th</sup>						
29 <sup>th</sup>						
30 <sup>th</sup>						
31 <sup>st</sup>						

Record date(s) fridge was defrosted.....

Review  
Has the fridge temperature been checked every day? Yes / No

Has any necessary action been taken? Yes / No

If yes, what was the action?.....

Reviewed by: ..... Date: .....

## Read

Every day, read minimum, maximum and current temperature.

In heatwaves, the recommendation is to check temperatures twice a day.

Appendix 1: Fridge monitoring temperature log

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date / Day / Time	Current Temp °C	Max Temp °C	Min Temp °C	Action taken if outside range 2-8°C	Checked by (initials)	Thermometer reset (tick)
1 <sup>st</sup>						
2 <sup>nd</sup>						
3 <sup>rd</sup>						
4 <sup>th</sup>						
5 <sup>th</sup>						
6 <sup>th</sup>						
7 <sup>th</sup>						
8 <sup>th</sup>						
9 <sup>th</sup>						
10 <sup>th</sup>						
11 <sup>th</sup>						
12 <sup>th</sup>						
13 <sup>th</sup>						
14 <sup>th</sup>						
15 <sup>th</sup>						
16 <sup>th</sup>						
17 <sup>th</sup>						
18 <sup>th</sup>						
19 <sup>th</sup>						
20 <sup>th</sup>						
21 <sup>st</sup>						
22 <sup>nd</sup>						
23 <sup>rd</sup>						
24 <sup>th</sup>						
25 <sup>th</sup>						
26 <sup>th</sup>						
27 <sup>th</sup>						
28 <sup>th</sup>						
29 <sup>th</sup>						
30 <sup>th</sup>						
31 <sup>st</sup>						

Record date(s) fridge was defrosted.....

Review  
Has the fridge temperature been checked every day? Yes / No

Has any necessary action been taken? Yes / No

If yes, what was the action?.....

Reviewed by: ..... Date: .....

**Record...**

minimum, maximum and current temperature.

It is important to note that all of the temperatures need to be within range. i.e. the current temperature has to be between 2 - 8 °C, the maximum temperature cannot be above 8 °C and the minimum temperature cannot be below 2 °C.

If the maximum temperature is reading at above 8 °C, this means that at some point since the last check of the temperature, the fridge has gone outside of range. This is also why it is important to reset so that we know when it was last in range.

Appendix 1: Fridge monitoring temperature log

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date / Day / Time	Current Temp °C	Max Temp °C	Min Temp °C	Action taken if outside range 2-8°C	Checked by (initials)	Thermometer reset (tick)
1 <sup>st</sup>						
2 <sup>nd</sup>						
3 <sup>rd</sup>						
4 <sup>th</sup>						
5 <sup>th</sup>						
6 <sup>th</sup>						
7 <sup>th</sup>						
8 <sup>th</sup>						
9 <sup>th</sup>						
10 <sup>th</sup>						
11 <sup>th</sup>						
12 <sup>th</sup>						
13 <sup>th</sup>						
14 <sup>th</sup>						
15 <sup>th</sup>						
16 <sup>th</sup>						
17 <sup>th</sup>						
18 <sup>th</sup>						
19 <sup>th</sup>						
20 <sup>th</sup>						
21 <sup>st</sup>						
22 <sup>nd</sup>						
23 <sup>rd</sup>						
24 <sup>th</sup>						
25 <sup>th</sup>						
26 <sup>th</sup>						
27 <sup>th</sup>						
28 <sup>th</sup>						
29 <sup>th</sup>						
30 <sup>th</sup>						
31 <sup>st</sup>						

Record date(s) fridge was defrosted.....

Review  
Has the fridge temperature been checked every day? Yes / No

Has any necessary action been taken? Yes / No

If yes, what was the action?.....

Reviewed by: .....Date: .....

Reset

**Very important!** Ensure to do this daily and record that it has been done.



Appendix 1: Fridge monitoring temperature log

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date / Day / Time	Current Temp °C	Max Temp °C	Min Temp °C	Action taken if outside range 8°C	Checked by (initials)	Thermometer reset (tick)
1 <sup>st</sup>						
2 <sup>nd</sup>						
3 <sup>rd</sup>						
4 <sup>th</sup>						
5 <sup>th</sup>						
6 <sup>th</sup>						
7 <sup>th</sup>						
8 <sup>th</sup>						
9 <sup>th</sup>						
10 <sup>th</sup>						
11 <sup>th</sup>						
12 <sup>th</sup>						
13 <sup>th</sup>						
14 <sup>th</sup>						
15 <sup>th</sup>						
16 <sup>th</sup>						
17 <sup>th</sup>						
18 <sup>th</sup>						
19 <sup>th</sup>						
20 <sup>th</sup>						
21 <sup>st</sup>						
22 <sup>nd</sup>						
23 <sup>rd</sup>						
24 <sup>th</sup>						
25 <sup>th</sup>						
26 <sup>th</sup>						
27 <sup>th</sup>						
28 <sup>th</sup>						
29 <sup>th</sup>						
30 <sup>th</sup>						
31 <sup>st</sup>						

Record date(s) fridge was defrosted.....

Review  
Has the fridge temperature been checked every day? Yes / No

Has any necessary action been taken? Yes / No

If yes, what was the action?.....

Reviewed by: ..... Date: .....

## Respond

File Adverse Event and quarantine stock in the event of temperature increase or decrease.  
If temperatures fall out of range, check every hour until they have returned to their original span.

Complete the content above before moving on.

## Expiry

All medicines have an expiry date...



Some medicines have expiry dates once opened...



An opening date must be written on liquids, creams, eye/ear drops.

Match the medications below with the correct storage/usage.

≡ Oramorph

Discard 90 days after opening.

☰ Insulin

Store in the fridge. Once in use, may be kept at room temperature for up to 4 weeks.

☰ Xalacom Eye Drops

Store at 2 – 8 °C, below 25 °C after first opening. Use within 4 week. Protect from light.

☰ Dosette Box

Depends on the stability of the individual contents.

☰ Fostair Inhaler

Store in the fridge. Once in use, do not store above 25 °C for a maximum of three months.



Complete the content above before moving on.