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Policy#: 0200	JWCH Institute, Inc. Policies & Procedures	Approved By: Dr. P. Gregerson, CMO Mel Baron, Pharmacy Consultant Michelle Lee, CCH Pharmacist
Policy Title: Outdated and deteriorated medications		Effective Date: July 2010
Distribution: All Clinics		Date Revised:
		Manual : Dispensary

POLICY

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It is the policy of JWCH Institute, Inc. to remove from the stock all **medications that are outdated and deteriorated.**

PROCEDURE

1. The nursing supervisor, pharmacist, or designee will **perform an inventory** of all medications in stock and examine for any expired or deteriorated medications in the dispensary department **every month.**
2. The inventory of drugs will include all medications purchased from pharmaceutical companies, PAP meds, sample drugs and any donated drugs.
3. All outdated, unused, and/or deteriorated drugs will be removed from the shelves and disposed of in a pharmaceutical waste container.
4. The nursing supervisor, pharmacist, or designee will document in a log the name of the drug, strength of the drug, expiration date, lot number and the quantity of drug(s) to be disposed. If drug(s) to be disposed is returned drug from patient(s) after dispensed, the name of the patients will also be documented at the time of disposal.
5. The record of deteriorated, outdated, and/or returned medication(s) will be kept on file in the dispensary department for a minimum of 1 year.