



<b>VOLUME 9: PHARMACY SERVICES</b>	Effective Date: 02/2008
<b>CHAPTER 12</b>	Revision Date: 11/2015
<b>9.12 LABELING AND STORAGE OF MEDICATIONS PROCEDURE</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**I. PROCEDURE OVERVIEW**

Medications shall be legibly and correctly labeled. Medications shall be stored in properly labeled containers in the correct environment for safety and potency. Expired, contaminated, or deteriorated medication shall not be kept in stock. Medications shall be labeled, packaged, and stored in compliance with applicable local, state, and federal laws and regulations.

**II. PURPOSE**

To ensure that medications are identifiable, readily available, safe to use, and in appropriate, efficient sizes and quantities by properly labeling, packaging, and storing.

**III. PROCEDURE**

The Pharmacist-in-Charge (PIC) or designee shall ensure that the following requirements are met regarding the labeling of medications:

**A. General Labeling Requirements**

1. Refer to the Inmate Medical Services Policies and Procedures, Volume 9, Chapter 9, Prescription/Order Requirements Procedure, for specific requirements of prescription labels.
2. Non-legend drugs shall be labeled in conformance with state and federal food and drug laws, such as consumer-ready packaging, and need not bear a prescription label from pharmacy unless ordered as a prescription by a provider and dispensed directly to the patient by pharmacy.
3. Only persons eligible to dispense medications including pharmacists may modify any prescription label.
4. Refer to California Code of Regulations, Title 16, Article 2, Section 1707.5 and Business and Professions Code Section 4076.5 for “patient-centered” labeling requirements. California Correctional Health Care Services (CCHCS) shall provide labeling in compliance with these sections for prescription medication which shall be self-administered by the patient within the California Department of Corrections and Rehabilitation (CDCR) institution or upon discharge/parole. Labeling instructions in specified languages other than English shall be provided when CCHCS/CDCR technology permits. It shall be the responsibility of the authorized prescriber to identify those patients that require labeling or counseling in a language other than English and to identify the language required.

**B. Storage Requirements**

1. General Requirements
  - a. Containers shall be clean, intact, and closed securely.
  - b. Medication for internal use in liquid, tablet, capsule, or powder form shall be stored separately from drugs for external use.

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- c. Test agents, germicides, disinfectants, and other household substances shall be stored separately from drugs.
  - d. Medication shall be stored at appropriate temperatures.
    - 1) Room temperature is between 15°C (59°F) and 30°C (86°F).
    - 2) The medication manufacturer recommendation for storage temperature shall be adhered to when different from above.
  - e. Each patient's medications shall remain in the package and with the labeling originally received from pharmacy.
  - f. No medications that are expired or beyond-use shall be stored with useable medications.
2. Refrigerator/Freezer
- a. Temperatures shall be monitored with accurate thermometers at least once daily (vaccines require twice daily monitoring) during regular operating hours. The pharmacy, in collaboration with nursing at each institution, shall establish a Temperature Log and a process for storing completed logs which shall be maintained for three years.
    - 1) Refrigeration temperature is between 2°C (36°F) and 8°C (46°F).
    - 2) Freezer temperature is maintained thermostatically between -25°C and -10°C (-13°F and 14°F).
    - 3) The medication manufacturer recommendation for storage temperature shall be adhered to when different from above.
  - b. Food, drink, or laboratory specimens shall not be stored in the medication refrigerator/freezer.

## C. Non-Pharmacy Medication Area Security

It is the responsibility of the Chief Nurse Executive or designee to ensure that medications stored on the nursing units, clinics, or other nursing patient care areas are properly secured. It is the joint responsibility of the Supervising Dentist and the Health Program Manager III (HPM III) to ensure that medications stored in the dental clinics are properly secured.

- 1. Doors to medication areas shall remain locked unless in use by authorized personnel.
- 2. Drugs shall be stored in locked rooms, cabinets, drawers, or carts of sufficient size in an orderly manner to prevent crowding. Locked mobile medication storage (e.g. carts) must be secured in a locked room when unattended.
- 3. Keys to the medication rooms, cabinets, drawers, or carts shall be restricted to licensed nursing, dental, and pharmacy staff who shall be personally accountable for them.
- 4. Keys shall not be left in drawers, hung on walls, given to patients, or given to nonmedical personnel.
- 5. Each institution shall establish a process for the transfer of keys (medication cabinets, drawers, carts, or medication rooms) among licensed nursing and pharmacy staff that precludes the involvement of nonmedical personnel.
- 6. Controlled drugs shall be kept in separate locked cabinets/drawers or in locked drawers of medication carts. There shall be only one key available to the controlled storage unit which must be carried by an assigned, responsible licensed nursing staff member.

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7. Any unlicensed individuals in the medication area (e.g., housekeeping staff or patients being treated) must be under the direct supervision of licensed nursing or pharmacy staff.
8. Pharmacists shall conduct monthly inspections of medication storage areas in collaboration with licensed nursing staff. It is the responsibility of the CNE, Supervising Dentist, or HPM III as applicable to correct identified deficiencies.

## IV. REFERENCES

- California Code of Regulations, Title 16, Division 17, Article 2, Section 1707.5. Patient-Centered Labels for Prescription Drug Containers; Requirements
- California Code of Regulations, Title 22, Division 5, Chapter 1, Article 3, Section 70263. Pharmaceutical Service General Requirements
- California Business and Professions Code, Division 2, Chapter 9, Article 4, Section 4076.5
- California Correctional Health Care Services, Inmate Medical Services Policies and Procedures, Volume 9, Chapter 9, Prescription/Order Requirements Procedure
- California Correctional Health Care Services, Inmate Medical Services Policies and Procedures, Volume 9, Chapter 11, Dental Urgent/Emergent Medication Process
- California Correctional Health Care Services, Inmate Medical Services Policies and Procedures, Volume 9, Chapter 16, Expiration Dates, Beyond-Use Dates and Disposition of Outdated, Contaminated, Mis-Labeled, or Overstocked and Recalled Medications