

**OREGON DEPARTMENT OF CORRECTIONS**  
**Operations Division**  
**Health Services Section Policy and Procedure #P-D-01.3**

SUBJECT: STORAGE AND HANDLING OF MEDICATIONS

POLICY: All medications and related supplies will be handled and stored in a manner consistent with manufacturer's recommendations, patient and staff safety and federal and state regulation.

REFERENCE: NCCHC Standard P-D-01  
OAR 855-041-0160  
OAR 855-041-0177  
OAR 855-065-0010  
CDC and DHS "Cold Chain" requirements

PROCEDURE:

A. Pharmacy Drug Rooms

1. Places where medications are stored, prepared or packaged will be kept clean and dry. Environmental requirements of the Board of Pharmacy as interpreted by the Pharmacist In Charge will be met.
2. External use medications will be stored separately from medications intended for internal use.
3. Medications for ophthalmic, optic, nasal or inhalation use will be stored separately from each other and from medications intended for external or internal use.
4. Injectable medications will be stored separately from all other medications.
5. All medications will be stored at recommended temperatures:
  - a. Drugs requiring room temperature storage will be stored between 59 and 86 degrees F. Ambient air temperatures will be monitored in all medication storage areas.
  - b. Medications requiring refrigeration will be stored between 35 and 46 degrees F. Prescribed food supplements requiring refrigeration will be stored in a separate area of the refrigerator or a separate refrigerator.

- c. Medications requiring freezing temperature storage will be stored at or below 5 degrees F.
  - d. Refrigerators used to store medications will not be used for other purposes. Beverages, refreshments, foods or specimens will not be placed in medication refrigerators.
6. Refrigerators used for the storage of vaccines will follow all of the above requirements and will, in addition;
- a. be recognized 'laboratory grade' refrigerators,
  - b. be equipped with a separate NTIS certified Continuous Electronic Data Recorder. The recorder's data will be downloaded weekly and that record attached to that month's Log Sheets.
  - c. be supplied from a reliable power source. Power outlets and circuit breakers controlling power to designated vaccine refrigerators will be labeled to alert staff that the power source should not be unplugged disconnected without alerting Medical Services staff so proper steps can be taken to ensure the maintenance of required temperatures during the period of the power interruption.
  - d. Where prudent, in secured installations where staff is not present every calendar day, auto dial alarms will be installed to promptly alert appropriate staff of temperature problems in vaccine storage refrigerators.
  - e. All medication refrigerators will display daily temperature logs in a format approved by AIPC. These logs will be updated each working day as assigned by the Pharmacist-In-Charge or designee. Variations in temperature or other storage or security incidents and information about how these were addressed and corrected will be recorded on the log. Logs will be retained in the Pharmacy for minimum of 3 years.
7. Written protocol is developed providing direction for steps to be taken to protect the temperature and security of the vaccine and medication supply. In the event of a 'temperature excursion' A copy is appended to this policy and a copy is posted on or near each refrigerator log sheet.

8. Disinfectants, detergents and other cleaning supplies will be stored in an area separate from medications. If not stored in original containers, the container will be properly labeled and will include any cautionary statements. Non-medication chemicals and substances will be stored and handled in ways that prevent accidental confusion with medications.
9. Appropriate Personal Protective Equipment (PPE) will be selected and made available by the Pharmacy. Instruction in its proper use will be provided and employees are expected to use PPE when performing any tasks where its use is recommended or warranted. Failure or refusal to make use of proper PPE may result in disciplinary action.

B. Health Service Facility Medication Rooms and Medication Storage Areas

1. Places where medications are stored, prepared or packaged will be kept clean and dry. Environmental requirements of the Board of Pharmacy as interpreted by the assigned Consultant Pharmacist will be met.
2. All medication storage areas will be locked except when access is needed to prepare or to administer medications.
3. Schedule II, III, IV and V medications will be stored in a designated area under a double-locking system.
4. Medications will be stored in clearly defined areas by route of administration, which will be reviewed and approved by the Consultant Pharmacist during medication room inspections.
5. External use medications will be stored separately from medications intended for internal use.
6. Medications for ophthalmic, optic, nasal or inhalation use will be stored separately from each other and medications for external or internal use.
7. Injectable medications will be stored separately from all other medications.
8. All medications will be stored at appropriate temperatures:
  - a. Drugs requiring room temperature storage will be stored between 59 and 86 degrees F. Ambient air temperatures will be monitored in all medication storage areas.

- b. Medications requiring refrigeration will be stored between 35 and 46 degrees F. Prescribed food supplements requiring refrigeration will be stored in a separate area of the refrigerator or a separate refrigerator.
  - c. Medications requiring freezing temperature storage will be stored at or below 5 degrees F.
  - d. Refrigerators used to store medications will not be used for other purposes. Beverages, refreshments, foods or specimens will not be placed in medication refrigerators.
- 9. Refrigerators used for the storage of vaccines will follow all of the above requirements and will, in addition;
  - a. be recognized 'laboratory grade' refrigerators,
  - b. be equipped with a separate NTIS certified Continuous Electronic Data Recorder. The Recorder's data will be downloaded monthly and the record attached to that month's Log Sheets.
  - c. be supplied from a reliable power source. Power outlets and circuit breakers controlling power to designated vaccine refrigerators will be labeled to alert staff that the power source should not be unplugged or disconnected without notifying Medical Services staff so proper steps can be taken to ensure the maintenance of required temperatures during the Period of the power interruption.
  - d. Where prudent, in secured installations where staff is not present every calendar day, auto dial alarms will be installed to promptly alert appropriate staff of temperature problems in vaccine storage refrigerators.
- 10. All medication refrigerators will display daily temperature logs in a format approved by AIPC. These logs will be updated each working day as assigned by the Pharmacist-In-Charge or designee. Variations in temperature or other storage or security incidents and information about how these were addressed and corrected will be recorded on the log. Logs will be retained in the Pharmacy for a minimum of 3 years.
- 11. A written protocol is developed providing direction for steps to be taken to protect the temperature and security of the vaccine and medication supply in the event of a 'temperature excursion' A copy is appended to this policy and a copy is posted on or near each refrigerator log sheet.

12. Disinfectants, detergents and other cleaning supplies will be stored in an area separate from medications. If not stored in original containers, the container will be properly labeled and will include any cautionary statements. Non-medication chemicals and substances will be stored and handled in ways that prevent accidental confusion with medications.
  
13. Arrangements will be made to make portable coolers and frozen cooler bags available when medications requiring refrigerated storage are moved between locations in temperature conditions that might interrupt the “cold chain” safety of the medications.
  
14. Disinfectants, detergents and other cleaning supplies will be stored in an area separate from medications in a way that will prevent accidental confusion of medications and other kinds of substances. If not in original containers, the containers will be properly labeled, including cautionary statements.

Effective Date: \_\_\_\_\_

Review date: August 2014

Supersedes P&P dated: October 2013

Special Considerations for Vaccine Handling and Storage

A. Vaccine Shipping, handling and Receipt

1. Attention will be paid to maintaining Proper Temperatures throughout the supply chain:
  - a. When shipping refrigerated vaccines, foam cooler boxes with frozen medium and temperature monitoring strips will be used.
  - b. Boxes will be clearly labeled "Refrigerate upon arrival".
  - c. Shipments will be timed to ensure that they arrive at the destination on a staffed workday to guarantee that they are received and moved to appropriate storage promptly.
  - d. If the indicator strip shows that the medication may have spent time "out of temperature range", the materials will be removed from supply and properly stored until the Consultant Pharmacist can determine if the vaccine has been damaged by the temperature excursion.
  - e. Extreme heat should be considered when shipping vaccines to remote institutions during summer months. If necessary, ship in foam containers with cooler blocks to prevent overheating. Shipping Container should be labeled "**Medical Supplies-Protect From Heat**"
2. Required Storage Temperatures:
  - a. Room Temperature Vaccines will be stored between 59 and 86 degrees Fahrenheit .
  - b. Refrigerated vaccines will be stored between 35 and 46 degrees Fahrenheit.
  - c. Frozen vaccines will be stored at or below 5 degrees Fahrenheit.

B. Accurate and Timely Record Keeping and Reporting

1. Accurate counts and inventories will be maintained to enable prompt accountability and to track vaccines in the event of problems or recalls. A verifying count will be conducted and recorded monthly. Inventory, order and invoice copies will be retained for 3 years.
2. Monthly reports will be accurately completed and submitted when due.
3. "Daily Refrigerator Logs" following the approved ACIP format will be initiated each month for each refrigerator holding vaccines. Directions will be followed for recording daily temperatures, performing and recording

necessary adjustments and identifying and correcting problems. Each completed log will be retained at the institution for not less than three (3) years.

4. Requests for information required for audits and investigations will be honored promptly by the MSM or designated RN.
5. A tracking copy of each completed vaccine refrigerator log will be faxed to Central Office at the close of each month.

### C. Refrigerated Storage

1. Vaccines will be stored in Laboratory-Grade refrigerators, only. The power supply to each refrigerator is to be labeled to avoid sudden interruption. Labels should be affixed to the local power outlet and to the appropriate circuit breaker to alert staff of the potential hazard of interrupting the power supply. The DHS/PH supplied poster describing "guidelines for vaccine storage" should be attached to each vaccine refrigerator as an ongoing reminder of storage considerations and requirements.
2. Each Vaccine Refrigerator will be equipped with a NTIS-Certified electronic data recorder. Batteries will be checked and replaced at 6 month intervals. The Data Recorder should be used as the primary source of information when recording the twice-daily refrigerator temperature. A print-out of the data logger's recorded temperature profile should be made each month and attached to that month's Refrigerator Log. (note that a copy of each month's Data Logger print-out is to be included in the monthly copy sent to Central Office under B.5. Remote alarm systems will be installed to monitor refrigerators in locations that are not staffed 7 days/week. These systems will alert staff when temperature goes out of range.
3. Lab-grade refrigerators are equipped with a variety of temperature reporting thermometers which provide an indication of temperature. Because these are not regularly calibrated against a known standard they are to be used as an approximate reference only. For the same reason, Helmer recorder discs do not meet the requirement for ongoing accurate tracking and are to be used for approximating temperature only.
4. Stocking Considerations
  - a. Place data logger in the center of the refrigerator and post the temperature log in a clearly visible space.
  - b. Do not overload the shelves. Keep vaccine spaced 2-3 inches away from walls, floor, and other boxes. Do not store vaccines in drawers or near cold air vents. Ensure proper temperature before storing vaccines on the top shelf. Do not shelve vaccines in the pathway of the refrigerator's fan system.

- c. Group vaccines by type. Clearly indicate a designated space for each vaccine.
- d. Drinks, foods, snacks or specimens will not be kept in vaccine refrigerators.

5. Proper Inventory Management

a. Maintain and rotate stock

- o Rotate vaccine stock by placing shorter expiration dates in front.
- o Keep vaccine in original packaging until it is time to use it.
- o Keep VFC vaccines separate from Department purchased vaccines.
- o Do not 'pre-draw' vaccines in anticipation of large clinics. A drawn injectable dose of vaccine is subject to contamination and must be used shortly after it is drawn up.
- o Notify Pharmacy and return unused stocks of vaccine well before their expiration date if you anticipate that it will not be used before expiring. They can be forwarded by pharmacy to a site where they can be used for upcoming clinics, preventing waste.
- o Note that ODOC must reimburse VFC for every dose of program provided vaccine that is wasted or becomes outdated.

b. Monitor needs and storage capacity-especially during flu season

- o Combination units are acceptable for storage of minimal quantities of vaccine as long as vaccines are always stored properly within usable space.
- o Inventory vaccine and ensure that there is enough space in refrigerator and freezer before ordering.

c. Designate responsible staff to act as primary vaccine coordinator and at least one person to be back-up. Ensure ongoing accountability, provide training and encourage active participation in the vaccine coordinators' working group.

6. Emergency Response to temperature excursions

a. Each location will have a plan in place to guide staff response to power failures, equipment breakdowns or human errors that have caused or may cause a temperature excursion that could subject the stored vaccine to damaging temperatures.

1. have a fall-back location to allow you to properly store medications in an emergency. Take necessary action to protect the vaccine supply.
2. determine the facts
3. contact your Consultant Pharmacist for guidance.
4. Do not administer any of the effected vaccine until it has

been determined by the Consultant Pharmacist that it is safe to do so.

5. Arrange all necessary corrections and repairs,
6. Record all facts, actions and outcomes of the incident on the back page of the appropriate month's "refrigerator log".

b. Role of Your Consultant Pharmacist

1. Contact your assigned Consultant Pharmacist or the Pharmacy's Pharmacist-In-Charge promptly for direction regarding any questions or concerns you have about the vaccines, vaccine handling and storage or vaccine safety.

Reviewed: May, 2013

**Attachment B- SCCI  
P&P P-D-01.3**

1. The medication key is obtained by giving a medical key chit to control. The key is secured in a lock box with only medical staff having access.
2. All medication in the storage area will be double locked except to administer medications. The key will be in the possession of the licensed professional responsible for issuing medications at all times during normal hours of operation.
3. Schedule II, III, IV and V medications will be stored in a designated area.
4. Medications will be stored in clearly defined areas by route of administration, which will be reviewed and approved by the pharmacist during medication room review.
5. Disinfectants, detergents and other cleaning supplies will be stored in an area separate from medications.
6. External use medications will be stored separately from medications intended for internal use.
7. Medications for ophthalmic, otic, nasal or inhalation use will be stored separately from each other and medications for external or internal use.
8. Injectable medications will be stored separately from all other medications.
9. All medications will be stored in appropriate temperatures: Drugs required to be stored at room temperatures will be stored between 59 and 86 degrees F. Drugs required to be stored in a cold place will be stored between 36 and 59 degrees F. Medications requiring refrigeration will be stored between 36 and 46 degrees F. Prescribed food supplements will be stored in a separate area of the refrigerator or a separate refrigerator.

**Attachment C - EOCI  
P&P P-D-01.3**

1. Medications for EOCI are shipped Monday through Friday from the SRCI pharmacy via UPS. Orders entered before the delivery sheets are run are processed and shipped later that morning. UPS will deliver the shipment on the following weekday (non holiday) in the afternoon.
2. Delivered medications are then inventoried by either nursing staff, or, the medication room technician. General population medications are then placed into the respective secured medication carts/or med refrigerator as indicated. Segregation medications are placed into the secured medication room into their respective bins.
3. Segregation medications are taken to their respective areas by nursing staff that are assigned to these areas and placed into the respective secured medication carts.
4. Keys to the above listed areas are accessed and obtained in the following manner:
  - General population medication cart keys: Keys are passed from shift to shift, using a key chit system, to the nurses who are responsible for administering medications to general population.
  - Segregation medication cart keys: The key set is passed from shift to shift, using a key chit system, to the nurse who is responsible for administering medications to segregation inmates. These key rings also contain the keys that unlock the examination room in segregation where the medication cart is stored.
  - Medication room: A key to the medication room is on all key rings. Keys are passed from shift to shift, using a key chit system, by the nurses. The desk nurse picks up the key ring which has the key to the narcotics cabinet; this nurse is also responsible for accountability of the controlled medications. The med room technician also has a key to the narcotics cabinet.

**Attachment D – TRCI  
P&P P-D-01.3**

1. TRCI Health Services staff electronically order or fax medication orders to the Eastside Pharmacy at SRCI.
2. Upon receipt of the medication orders, the pharmacist fills the orders.
3. The medications are then transported to TRCI, via UPS, and are received at the mailroom in the TRCI Administration Building.
4. TRCI mailroom staff immediately notifies Health Services of the arrival of the medications and the Medication Room Technician, or designee, retrieves them and transports them into the Health Services area.
5. The medications are then inventoried by the Medication Room Technician, or, designee.
6. The medications are then either placed into the designated medication carts for distribution, or, into the medication room.

Answers question for section B.

Where is the key to each area in which medications are stored located 24 hours a day?

Central Medical medication room: Keys are located on designated key rings; carried by nurses 24 hours a day.

Central Medical infirmary medication room: Key is located on designated key ring and is carried by the nurse responsible for the infirmary 24 hours a day.

Housing Unit #1 Clinic: Key is carried by the nurse assigned to that area when access is required, is stored in Central Medical Control when access is not required.

Housing Unit #2 Clinic: Key is located on designated key ring and is carried by the nurse assigned to that area when access is required, is stored in 2/3 Control when access is not required.

Housing Unit #3 Clinic: Key is located on designated key ring and is carried by the nurse assigned to that area when access is required, is stored in 2/3 Control when access is not required.

DSU/IMU Clinic: Key is located on designated key ring and is carried by the nurse assigned to that area when access is required, is stored in DSU/IMU Control when access is not required.

Minimum Clinic: Key is located on designated key ring and is carried by the nurse assigned to that area when access is required, is stored in Minimum Control when access is not required.

**ATTACHMENT F- CRCI**  
**Health Services Section Policy and Procedure # P-D-01.3**

1. Medications are routinely delivered to CRCI via UPS Monday through Friday. All orders entered before the daily delivery report is run will be processed and shipped out later that afternoon between 3:30 and 4:00pm. UPS will deliver the shipment on the following weekday (non holiday) in the afternoon.
2. The pharmacy technician or licensed nursing staff inventories delivered medications. General population medications are placed into the appropriate secure medication cart located in the secured medication room (room 1135). Turning Point medications are placed in the secured storage cart and bins.
3. Keys to the medication room are located on key rings restricted to Health Services nursing staff and pharmacy technician. These keys are maintained in the control center during off duty hours.
4. The keys to the narcotic locker and the secure medication carts are located on the key ring that is carried by the nurse assigned to medication lines.
5. Keys are passed from shift to shift using a key chit system.

**ATTACHMENT F- SFFC**  
**Health Services Section Policy and Procedure # P-D-01.3**

1. Medications for SFFC are sent with the shipments delivered to CRCI via UPS Monday through Friday. Orders entered before the delivery sheets are run will be processed and shipped later that afternoon. UPS picks up between 3:30 and 4:00pm and will deliver the shipment the following weekday (non holiday) in the afternoon.
2. Medications are placed in the SFFC bin after being checked in by the pharmacy technician or nursing staff, and are then transported to SFFC by the nurse assigned to SFFC on Monday, Wednesday and Friday. Keep-on-person medications that are started at CRCI are issued to the inmate prior to transport back to SFFC. Controlled medications are carried by the transport officer and placed in the secure storage area in the office at SFFC.
3. Stock and prescription refill medications are kept in the clinic under secure storage. A key ring carried by the SFFC nurse contains the key which unlocks the secure medication storage cabinet, and the key which unlocks the secure refrigerator.

**ATTACHMENT G- OSCI**  
**Health Services Section Policy and Procedure # P-D-01.3**

Policy: All medications and supplies will be stored in a manner consistent with patient and staff safety, and federal and state regulations.

Procedure:

1. Medications are routinely picked up at Central Pharmacy by the Medication Room Technician Monday through Friday.
2. Medications and supplies are brought into the institution through the Inspection Gate.
3. The Medication Room Technician or Licensed nursing staff inventories the medications according to the OSCI addendum to HS P&P # P-D-02.5.
4. Medications are then placed into the appropriate medication carts/or location in the secure medication room.
5. Keys to the medication room are restricted to Health Services nursing staff and the Medication Room Technician.
6. Keys to the medication carts are restricted to Health Services nursing staff and the Medication Room Technician.
7. Keys to the narcotic lockers are restricted to Health Services nursing staff.
8. The key to the secure box for narcotics awaiting destruction are only on the Medical Services Manager's keys and the Medication Room Technician's ring. These rings are restricted to these persons only.
9. These key rings are maintained in the control center during the period between 1AM and 5AM when the clinic is closed and are restricted sets.

**Attachment H- CCCF/ CCCF Minimum  
Storage of Medications  
P&P P-D-01.3**

1. Medications for CCCF/CCCF Minimum are shipped Monday through Friday from the Central pharmacy via UPS. All orders entered before the daily delivery report is run, will be processed and shipped out between 3:30 and 4:00 pm. UPS will deliver the shipment on the following weekday (non holiday) in the morning.
2. Upon receipt at CCCF, medications are inventoried and sorted by the medication room technicians. Any discrepancies are reconciled with central pharmacy. Once inventoried and sorted, general population, male intake, and minimum medications are placed into respective secured medication carts/or med refrigerator. Special housing medications are placed in labeled bins in the secure medication room.
3. Special housing medications are then taken to their respective areas by assigned nursing staff and placed into secured medication carts.
4. Keys to the medication carts are maintained on key sets carried by nursing staff and medication room technicians. Key rings are checked out from the facility's electronic key system.
5. Keys to the medication rooms are restricted to those key sets carried by the nurse assigned narcotic responsibilities and the medication room technicians.
6. Keys to the controlled substance cabinet in the medium medication room are restricted to the medication room technician key sets. Controlled substances may be checked out from the medication room technician once daily by the narcotic nurse and placed in the narcotic cart.
7. Narcotics currently in use for medium medication lines will be stored in a locked medication cart. The cart will be stored in the medication room. Only the nurse assigned narcotic nurse responsibilities will have a key to the cart.