

MODULE 2

LEARNING OUTCOMES - STORAGE OF MEDICINES

On successful completion of this module the candidate will be able to:

- Access local/organisational policy on the safe storage of medicines
- Identify the legislation and regulation with regards to storage of medicines
- Establish the correct mode of storage for individual medicines, in a safe and secure manner
- Identify personnel who have right of access
- Access, document and keep records relating to the monitoring of temperature with regards to medicine storage
- Risk assess, document and keep records on substances potentially harmful to health (COSHH)

Storage of Medicines

Guidelines for the storage of medicines are well documented. You will find reference in:

- The Misuse of Drugs (Safe Custody) Regulations (1973) – as amended 2001
- Health and Safety at Work Act (1974)
- Care Standards Act (2000)
- The Administration and Control of Medicines in Care Homes and Children's Services (June 2003)
- The Control of Substances Hazardous to Health Regulations (1999), as amended 2002
- Hazardous Waste Regulations (2005)
- The National Minimum Care Standards
- Guidelines for Administration of Medicines, Nursing and Midwifery Council
- The Handling of Medicines in Social Care (2007), Royal Pharmaceutical Society of Great Britain

(This list is not exhaustive)

P However, your organisation should have Policies and procedures relating to the
L Safe Storage of Medicines and it should have taken all the legislation and guidelines into account. It is the Registered Persons responsibility to ensure that there is a policy covering the storage of medicines and it is your responsibility to access that policy and comply with it.

Now complete **ACTIVITY 6** in your workbook

Read and explain the main points of your local/organisational policy on storage of medicines

General Considerations

As soon as the medication has been checked and fully documented by the designated person it must be immediately and appropriately stored. The Home must have designated secure and temperature controlled areas to store medicines. There must also be a secure separate space to store nutritional supplements, prescribed dressings and ostomy products, complying with the manufacturer's storage advice. No medicinal item should be stored on the floor. These areas should be locked rooms preferably without external access via windows. If it is not practicable then the window should be secured with bars or other securing devices. The store should never have access via an external door.

If this is not practicable to have a secure room to store medicines then a secure cupboard can be used. This should be of a size suitable for storing all medicinal items needed. This cupboard should be used to store medicinal items only and nothing else. It is not acceptable practice for items such as money and jewellery to be kept in a medicines storage area. It must be fitted with a quality lock and access restricted to authorised persons only.

The people who have right to access:

- The Registered Person - The Manager or senior person who is registered with the appropriate Care Commission to do so
- The Designated Person – A member of Care Home Staff appointed by the Owners or Registered Person to have a specific responsibility, in this case the safe handling and administration of medicines
- The pharmacist
- Regulating Authorities, Care Standards Commission, Health and Safety Executive
- Internal quality audit personnel

(unaware of the relevance of this with regard to storage of medication assessment criteria only requests a list of legislation).

The training for care staff must be accredited and must include:

- P**
- Basic knowledge of how medicines are used and how to recognise and deal with problems in use
 - The principles behind all aspects of the Home's policy on medicines handling and records

Mobile Storage

If a trolley is used to store medicines it should have the capacity to lock away all medicines, including those not currently in use for that medicine round. Ideally the trolley should be secured in a locked, suitably designated room. Lockable trolleys or lockable secure containers should be used when conveying medicines to Clients situated in other areas of the care environment. All mobile storage containers must be under the observation of the designated person at all times when administering medicines and must be locked and secured to a wall by an approved device, and preferably locked out of sight when not in use.



The keys and access to all areas and containers for the storage of medicines must be kept safely with the designated responsible person at all times.

Careful consideration should be given to how the medicines have been dispensed eg. M.D.S. cassettes. Adequate storage must be provided at all times, including storage of replacement cassettes during return and delivery receipt.

The temperature for medicines without special storage instructions should be stored in temperatures of between 16 and 25 degrees centigrade and out of direct sunlight.

The Storage of Controlled Drugs is dealt with in Module 8.

The Storage of Medicines for Self-Administration by Clients is dealt with in Module 4.

Cold Storage

Some medicines need to be stored in a refrigerator in order to prevent them from deteriorating. The recommended storage temperature will be indicated on the packaging or a label applied by the dispensing pharmacist. If these medicines are not stored at the correct temperature they may develop harmful bacteria, become ineffective or may go out of date more quickly, all of which may result in harm to the client.

A separate lockable refrigerator should be used for storing these medicines and should not be used for storing any other items. The temperature should be monitored daily and recorded using a minimum/ maximum thermometer. The normal range for the temperature should be minimum 2 degrees centigrade and maximum 8 degrees centigrade.

Your organisational policy should state what action to take if the temperatures are out of this range.

The refrigerator should be cleaned and defrosted on a weekly basis or more frequently if needed.

Now complete ACTIVITY 7 in your workbook

Write a short account about:

- a) Describe how and where your medicines are stored
- b) List the people who have authorised access to the medicine storage areas
- c) Give 3 examples of medication stored in these areas

Now complete ACTIVITY 8 in your workbook

Access the Home's records on recording medicine fridge temperatures And complete the activity

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ACTIVITY 6

List the current and relevant legislation and guidelines and highlight those that are contained in your local/organisational policy on storage of medicines

ACTIVITY 7

- a) Describe how and where your medicines are stored?
- b) List the people who have access to medicine storage areas?
- c) Give 3 examples of medication stored in these areas

Locked Cupboard	
Locked Trolley	
Locked Fridge	

ACTIVITY 8

Access the Home's records on recording medicine fridge temperatures using the chart below monitor and record your findings on 3 separate occasions.

Date	Time	Temperature

ACTIVITY 9

In order to comply with COSHH Regulations 2002 look at the warning labels for three medicines and complete the assessment below.

Hazardous Medication and how used	Identify hazard	Precautions & Control Measures	Effectiveness of Control Measures	Is Health Surveillance required?

Now ask your Tutor/Mentor to check this section and provide feedback. You should both sign below, when you agree that the results of your activities meet the required standard, Then move on to complete module 2 in the self-assessment section.

Tutor/Mentor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____