
Division of Institutions
Policy and Procedure

I. PURPOSE

The purpose of this policy is to provide guidelines on storing medications.

II. POLICY

It is the policy of North Carolina Department of Adult Correction that all medications shall be properly stored.

III. PROCEDURES

A. Locked Areas

1. All medications (includes prescription, non-prescription and refrigerated) shall be located in a locked, sanitary, and secure area.
2. Only authorized personnel shall have access to the keys for the locked areas.

B. Climate

1. Drug storage cabinets or containers shall be located in a climate-controlled environment away from heat or direct sunlight.
2. The optimal temperature range for room temperature storage is between 68- and 77-degrees F unless otherwise recommended. Do not exceed 86° F or 50% humidity.
3. If the optimal temperature is exceeded for an extended duration, notify facility Nurse Supervisor/designee and Facility Leadership with supporting documentation.

C. Refrigeration

1. Any items requiring cool storage shall be kept in a refrigerator designated for medications only.
2. Refrigeration temperatures should be kept between 36- and 46-degrees F.
3. Routine temperature checks (each day of facility clinic operation) thermometer shall be logged on a Refrigerator Temperature/Cleaning Log by assigned nursing staff and be reviewed

monthly by the facility nurse manager. Refrigerator Temperature/Cleaning Logs shall be maintained for five years.

4. Refrigerators shall be cleaned weekly, and the cleaning shall be documented on the Refrigerator Temperature/Cleaning Log.

D. Inventory Reviews

1. Medications shall be checked weekly based on the Nursing Overstock Smartsheet schedule. Nursing staff shall remove discontinued medications, out-of-date medications, and damaged medication packaging. These medications shall be returned to a DAC Pharmacy.
2. Inventory shall be reviewed and documented weekly based on the Nursing Overstock Smartsheet schedule, and any overstock medications shall be communicated to a DAC Pharmacy. Overstocks shall be kept at the facility for future use and not returned to the pharmacy.

IV. REFERENCES

- A. 5th Edition Standards for Adult Correctional Institutions

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