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|  Medication Storage | NO.  |
|  Purpose: To provide safe storage for facility medications.Statement: Medications must only be accessible to authorized staff, and locked when not under the direct observation of authorized staff.Procedure:1. Each unit’s medication room is to remain locked at all times. The door is never to be propped open.
2. Only the Unit Nurse, Charge Nurse, and the Shift Supervisor may have keys to the unit’s medication room.
3. The keys to the medication room must never be given to anyone else or left where someone else could pick them up.
4. The medication cart should always be locked unless it is in direct view of the Unit Nurse.
5. No medications should be left unattended:
6. In resident rooms
7. On medication carts
8. At the nurses’ station
9. Controlled medications must be stored in a manner to limit access and to facilitate reconciliation in accordance with the facility policies.
10. Narcotics must always be stored under a double locking system: They must be kept in the locked box in the unit’s locked medication room or in the locked drawer in the locked medicine cart.
11. Only the Unit Nurse, Charge Nurse, and the Shift Supervisor may have keys to narcotics drawers. The keys must never be given to anyone else or left where someone else could pick them up.
12. See the policy and procedure for: Medications – Narcotics
13. Medications with storage requirements for temperature, light, or humidity controls must be stored to meet specifications for the medication.
14. Medications will be monitored by the Unit Nurse, Charge Nurse, and consultant pharmacist to assure that they are not expired, contaminated, or unusable.

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| Approved: | Effective Date: | Revision Date: | Change No.: | Page: 1 of 1 |