



INODAYA Hospitals - Kakinada

Documentation code:

INH/MOM.Doc.No.17

Policy on Labeling

Prepared date: 05/09/2023

Reference: MOM.6d.NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

1. Policy:

Applicable to all areas, I.P and O.P

2. Labeling

1.1.1. In case the drugs are required to be issued in small number than complete foil, the tablets are placed in an envelope which will be labeled with name, strength, dose and expiry date.

1.1.2. Medications should be labeled for the following conditions,

- Any time, one or more medications are prepared but are not administered immediately; the medication container must be appropriately labeled.

(Note: The medication container can be any storage device such as a plastic bag, syringe, bottle, or box which can be labeled and secured in such a way that it can be readily determined that the contents are intact and have not expired.)

- All medications, medication containers (e.g. syringes, medicine cups, basins), or other solutions on and off the sterile field and other procedural settings must be labeled
- Labeling should be done when any medication or solution is transferred from the original packaging to another container.

1.1.3. Any medication or solution found unlabeled is immediately discarded.

1.1.4. All labels are verified both verbally and visually. No more than one medication or solution is labeled at one time.

Prepared by:

Verified by:

Approved by :

Mr. Maruthi Prasad

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Incharge - Pharmacy

Medical Director

Chief Executive Officer



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1.2. All medication is labeled with,

- 1.2.1. Drug name, (if not apparent from the container),
- 1.2.2. Strength.
- 1.2.3. Expiry details
- 1.2.4. Prepared by date & Time

1.3. For all compounded IV admixtures and parenteral nutrition solutions, the date of preparation and the diluents.

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