



INODAYA Hospitals - Kakinada

Documentation code:

INH/MOM.Doc.No:7

Policy on Storage of Medication

Prepared date: 11/11/2025

Reference: MOM.03.NABH Standards – 6th Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 10/11/2026

1.0 Purpose:

To establish a standard for effective medication storage in all areas where medications are stored

2.0 Policy:

The pharmacy ensures proper conditions for medication storage in the pharmacy and in all wards.

3.0 Procedure:

- Drugs shall be stored in compliance with their temperature specifications.
- Medications shall be stored in refrigerators under specified temperatures. All the refrigerators shall have Temperature monitoring devices. The temperatures of the refrigerators shall be daily recorded in the temperature log sheet.
- Medications shall be stored in clean, well lit, ventilated environment.
- Sound alike drugs inventory control practices shall guide the storage of medications.
- Sound alike and look alike medications shall be stored separately.

3.1. MEDICATION STORAGE CONDITIONS

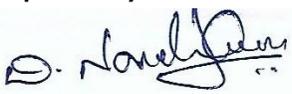
1. Medications are stored in refrigerators having Temperature alarm logger facility, which shows the temperature of the refrigerating unit. These refrigerators give visual indication if temperature crosses channel high or low value. It logs the data i.e. temperature for every day with date and time. The temperature charts are printed and filed

2. Medication Storage conditions:

2.1 Drugs to be stored at 2° -8° -Refrigerators

2.1.1 Toxoid- Tetanus Toxoid, Tetanus Toxoid Diptheria & Pertusis Vaccine,

2.1.2 Other vaccines- Hepatatis B, Vericella, Haemophilus Conjugate B, DTAP, Measles Mumps Rubella, Anti Typhoid

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Incharge - Pharmacy	Medical Director	Chief Executive Officer



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- 2.1.3 Human Immunoglobulin
- 2.1.4 Capsules – SAQUINAVIR 200 MG

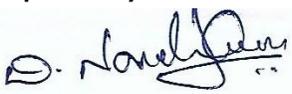
- 2.2 Drugs to be stored below 20°-Freezers
 - 2.2.1 Polio Drops
- 2.3 Drugs to be stored below 25°-Air-conditioned rooms
 - 2.3.1 Antibiotics- Enoxaparine, Ticarcillin Sodium + Clavulnate, Cefoperazone + Sulbactam, Cyclosporin-cap, Ciprofloxacin, Linezolid, Cefdinir
 - 2.3.2 Vitamin tablets / injections: Multi Vitamins & Minerals, Vit B1, B6, B1
 - 2.3.3 Insulin Preparations (Should not be allowed to freeze)
- 2.4 Drugs to be stored at room temperature -Rooms with fans
 - 2.4.1 All IV Fluids-Rooms with adequate Ventilation
- 2.5 Drugs to be stored in cool dry place
 - 2.5.1 Ceftriaxone
 - 2.5.2 Gatifloxacin
- 2.6 Drugs to be stored at Room temperature
 - 2.6.1 Chloramphenicol
 - 2.6.2 Procaine Penicillin
 - 2.6.3 Lignocaine
 - 2.6.4 Antacid
 - 2.6.5 Dicylomine Hydro Chloride + Paracetamol
 - 2.6.6 Losartan Potassium

3. Medication Storage procedure:

3.1 Storage

All medications are stored in a clean, well lit and ventilated environment.

Medications are stored as per manufacturer's recommendations in all the pharmacies including wards / ICUs.

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All drugs are to be maintained in the temperature specified by the manufacturer.

Room temperature and refrigerator temperatures are to be monitored and documented daily in all the shifts at in-patient and out-patient pharmacies.

Medications in the pharmacies are differentiated into the following categories

- Fast moving drugs
- Drugs requiring low temperature storage
- Syrups and Elixirs
- Ointments
- Bulk Storage
- Narcotics
- Alphabetical order - All drugs are to be stored in their respective shelf (within the category) in alphabetical order only.
- Look Alike I, Look Alike II
- Sound Alike I, Sound Alike II

1.1. Pest Control

The pharmacy in-charge to ensure pest control and cleaning activities are performed by housekeeping staff on a daily basis.

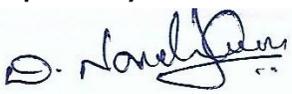
1.2. Fire Safety

1.1.1. Adequate fire safety measures are provided in IP-Pharmacy and OP-Pharmacy which includes fire extinguishers or sprinklers.

1.1.2. All pharmacists are trained on Fire Safety Measures.

1.3. **Inventory Control** - All drugs are to be issued based on Principle of “First in First out (FIFO)”.

1.4. Protection from Loss or Theft

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1.1.1. Medications stored at wards/ICUs are monitored by nursing staff and are also under electronic surveillance.

1.1.2. A quarterly stock verification is carried out by audit department and any discrepancies found are to be adjusted after due approval from management.

1.1.3. Audit department to maintain stock verification sheets pertaining to every check.

1.5. Look Alike / Sound Alike (LASA) Medications

1.1.1. All drugs are stored in the respective shelf (within category) in ALPHABETICAL ORDER only.

1.1.2. All pharmacists should check for any presence of LASA (LOOK ALIKE / SOUND ALIKE) medications (within the category) in the respective shelf on a daily basis or whenever adding any new drug in the self or as and when necessary.

1.1.3. If any LASA Drugs are identified the same to be stored separately.

1.1.4. A list of LASA Drugs is prepared and to be updated regularly by pharmacy In-charge.

1.1.5. Tall Man lettering is used on all LASA labels

1.2. Emergency Medication

1.1.1. A list of emergency medications and re-order level for all emergency medications is prepared by pharmacy in-charge.

1.1.2. The emergency medications are replenished when there is a dropping in stock level and reaches re-order level.

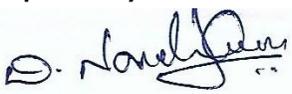
1.1.3. All Emergency Medication are available 24 hours.

1.1.4. Adequate amount of emergency medication to be maintained at all times.

5. After initially storing and checking in the quarantine area, transfer the goods to the respective storage areas.

6. Store the goods in their respective places, shelves or in drawers.

7. Avoid direct storage of cartons on the floor so as to prevent damage by moisture.

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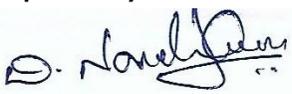
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8. Store the goods in an organized and orderly manner with the label bearing the name of the product in front.
9. Place stock with longest shelf life farthest to the back or to the left.
10. Store controlled drug substances, narcotics, and other potent drugs in the designated cupboard/drawer under lock and key. Access to this area should only be allowed to designated personal.
11. Store expired goods in the separate shelf/ cupboard marked “EXPIRED GOODS NOT FOR SALE” to prevent misuse.
12. Store medicines at stipulated temperature areas, protected from excessive light, dust and humidity. The temperatures should be checked by designated personal daily and recorded in registers.
13. Store the unused, unopened and damaged products in a separate area. Maintain record and follow procedures to return the products to the manufacturers or stockiest.

Clean and maintain the storage areas neat and tidy at all times. Lay down procedures for cleaning and make available cleaning equipment.

4.0 Responsibility: Pharmacist, Pharmacy

5.0 Annexure: **Temperature chart**

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