



INODAYA Hospitals - Kakinada

Documentation code:

INH/MOM.Doc.No.18

Policy on dispensing medication are Labelled

Prepared date: 11/11/2025

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

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

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1. Policy:

Inodaya Hospital ensures that **every medication dispensed**—whether for inpatient, outpatient, or ward stock—is **clearly, legibly, and correctly labeled** before it leaves the pharmacy. No unlabeled or inadequately labeled medication shall be issued for patient use.

2. Purpose

To ensure that all medications dispensed from the pharmacy are properly and accurately labeled so that patients and healthcare staff can identify, store, and administer medications safely, preventing medication errors.

3. Scope

This policy applies to:

- IP Pharmacy
- Outpatient Pharmacy
- Inpatient Areas receiving unit-dose medications
- Nursing Staff handling dispensed medicines

4. Labeling

Each dispensed medication (unit dose, multi-dose, blister pack, or bottle) must contain:

1. **Medication name** (generic preferred)
2. **Strength and dosage form**
3. **Route of administration** (if applicable)

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Mr.Naresh	Dr.Gowtham Krishna	Mrs.Lakshmi Lavanya
Incharge - Pharmacy	Medical Director	Chief Executive Officer



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4. **Dose and frequency** (for outpatient prescriptions)
5. **Quantity dispensed**
6. **Batch number**
7. **Expiry date**
8. **Manufacturing date** (if applicable)
9. **Storage instructions** (e.g., “Refrigerate”, “Keep away from light”)
10. **Special warnings** (“For External Use Only”, “High-Alert Medication”)
11. **Patient details** (for OPD/IPD):
 - Name
 - Registration number
 - Ward/Unit (inpatients)
12. **Prescriber name & registration number**
13. **Pharmacist’s initials/signature**
14. **Barcode** (if system is available)

4.2 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.

4.3 Medications should be labeled for the following conditions,

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- 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.

4.3.1 Any medication or solution found unlabeled is immediately discarded.

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

4.4 All medication is labeled with,

4.4.1 Drug name, (if not apparent from the container),

4.4.2 Strength.

4.4.3 Expiry details

4.4.4 Prepared by date & Time

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

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