

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
MEDICATION HANDLING AND STORAGE**

=====

Effective Date: March 2010
Cross Referenced: PN.07b
Reviewed Date: 02/16
Revised Date: 12/12

Policy No: 2.004
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
Page: 1 of 1

Scope: All members of the Cardio-pulmonary Department.

Purpose: Addresses how the drug is to be handled by staff after it is removed from drug storage areas or picked-up/sent by the Pharmacy Dept. This policy paraphrases the procedure outlined in policy PN.07b Section B Subsection 3.

I. Other Medication Storage:

- a. Any medication received from the pharmacy should be placed in an approved storage areas as soon as possible, not to exceed 30 minutes from the time of receipt. (Handling, Storage)
- b. All drugs removed from a medication storage area be removed just prior to administration and only for one patient at a time. (Handling)
- c. Once removed, the drug must remain with the individual at all times and should not be left unattended. (Security)
- d. The drug should not be left on or in any area exceeding 80 degrees, including in pockets. (Storage)
- e. If not administered or used, the drug should be returned to the original storage area within 30 minutes (Disposition).