



SOP for Storage and Management of Medicines and Non-medicines in designated rooms

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Table of Contents

1. Purpose
2. Scope
3. Responsibilities
4. Definitions
5. Procedures
6. References

1. Purpose

1.1 This SOP describes the procedures for storage and management of veterinary medicines and non-medicines in designated rooms.

2. Scope

1.2 This SOP covers the procedures for storage and management of veterinary and non-medicines in designated rooms.

3. Responsibilities

Sl. No.	Official Designation	Responsibilities
1.	Veterinary Officer (Consultation rooms)	Labeling of medicines (oral dosage forms). Record room temperature twice in day (morning & evening). Submitting medicine and non-medicine requisition to store in-charge monthly. Segregate expired medicines and handover to store in-charge.
2.	Room In-charges (treatment, minor OT, preparation & OT, emergency, wards and CCU)	Labeling of shelves. Record room temperature and refrigerator temperature twice in day (morning & evening). Submitting medicine and non-medicine requisition to store in-charge monthly. Segregate expired medicines and handover to store in-charge.
3.	Attendant	Cleaning the room, table and shelves daily.

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4. Definitions

- 4.1 **Designated rooms:** It refers to rooms in which medicines and non-medicines are stored and used such as consultation, treatment, minor OT, OT, preparation, emergency rooms, CCU and wards.
- 4.2 **DoL:** It refers to Department of Livestock.
- 4.3 **LCS:** It refers to Livestock Central Store, Phuntsholing.
- 4.4 **Medicines:** It refers to all kind of drugs for use in animals.
- 4.5 **Non-medicines:** It refers to consumables such as instruments, cottons, bandages etc for use at the hospital.
- 4.6 **NCAH:** It refers to National Centre for Animal Health, Serbithang.
- 4.7 **NVH:** it refers to National Veterinary Hospital, Thimphu.
- 4.8 **Stock Register:** It is a register to record medicines, non-drug items and veterinary equipment with respect to quantity received, issued, cost, batch numbers and expiry dates.

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5. Procedure**6.1 Storage & management of medicines and non-medicines:****6.1.1 Room**

6.1.1.1 It should be well ventilated and protected from direct sunlight.

6.1.1.2 It should have adequate medicine racks with proper labels and well designated for storing medicines, non-drug items and veterinary equipment.

6.1.1.3 All rooms should have room thermometer with temperature monitoring chart maintained for each room, which should be recorded twice a day (morning and evening).

6.1.2 Storage & Management

6.1.2.1 All personnel should wear proper working dress with nametag.

6.1.2.2 The medicine racks/shelves should be labeled in alphabetical orders and accordingly arranged in the racks/shelves. In consultation rooms, tablets should be placed in containers/dispensing bags with proper labeling.

6.1.2.3 The rooms, tables and shelves/racks should be cleaned daily.

6.1.2.4 Respective room in-charges should submit the requisition for medicine and non-medicine to the store in-charge monthly.

6.1.2.5 The multiple dose vials (vials that will be used more than once after being opened) should be labeled with the date of initial penetration/opening and should be stored in refrigerator. The vials should be discarded after 28 days following initial penetration of the stopper, unless specified otherwise by the manufacturer. The vials should be discarded even before 28 days after opening, if there is any change in the color of the medicine or precipitation.

6.1.2.6 The controlled drugs like Ketamine and Diazepam should be stored in medicine storage shelf (steel almirah) and kept under lock and key. The In-charge should strictly monitor the issue and usage.

6.1.2.7 Those drugs requiring to be kept in cold condition should be stored in refrigerator at the required temperature. The temperature-recording chart for each refrigerator should be maintained and recorded at least twice a day (morning and evening).

6.1.2.8 For expired drugs and syringes, segregate the expired drugs and syringes and hand it over to store in-charge.

6. References

3.1 Standard Operating Procedure for certificates of medicinal products, Europe.

3.2 Management Sciences for Health 2012 – Medical stores Management.

3.3 US Pharmacopeia (USP 2008).

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