

GUIDELINES FOR PROPER STORAGE OF MEDICINES

1. Clean and disinfect storeroom regularly.
2. Store medicines in a dry, well-lit and well-ventilated storeroom, at or below 25 degrees C (77 degrees F) and out of direct sunlight.
3. Secure storeroom from water penetration.
4. Make fire-safety equipment available and accessible.
5. Store boxes of medicines away from electric motors and fluorescent lights.
6. Stack boxes containing medicines at least 10 centimeters (4 inches) from the floor, 30 centimeters (1 foot) away from the wall and other stacks, and no more than 2.5 meters (8 feet) high.
7. Arrange the boxes so that identification labels, expiry dates and manufacturing dates are visible.
8. Store medicines in a manner that facilitates first-to-expire, first-out (FEFO) counting and general management.
9. Store medicines away from insecticides, chemicals, old files, office supplies and other materials.
10. Separate and dispose of damaged or expired medicines without delay, in accordance with relevant regulations.