

# Medication Inventory



# *Policy and Procedure*

- Each LHD should develop and maintain a Medication Inventory Policy/Procedure based on:
  - Principles of the Declaratory Ruling, and,
  - The patient tracking and medication dispensing program utilized by the LHD

# *Receipt of Medication*

- Staff assigned to receive medication shipments should
  - Visually examine the package for identification
  - Refuse acceptance of potentially adulterated or contaminated medications
  - The visual examination should include examination of the containers as well as the shipping carton

# *Receipt of Medication*

- Staff assigned to receive medication shipments should
  - Sign the packaging invoice confirming the quantity and date the medications are received
  - Immediately store medications in an appropriate and secure dispensing area
  - Complete the Medication Inventory Log specific to the LHD

# *Receipt of Medication*

- Staff who receive medications in the LHD are required to maintain inventories and records of all transactions regarding receipt and distribution of medications/devices
- A copy of the packaging invoice should be used to generate a Medication Inventory Log or similar local form

# *Medication Inventory Log*

- The Medication Inventory Log is an administrative form which must contain the following:
  - Date received and quantity in each delivery to a LHD
  - Quantity of the medication that is dispensed with each prescription
  - Quantity of the medication remaining in the clinic's stock
  - Prescription number and date the medication is dispensed

# *Medication Inventory Clinics and Satellite Sites*

- If medications are moved from a central storage area to a clinic or satellite site, make appropriate entries into the Medication Inventory according to LHD policy
- A separate clinic inventory should be kept and updated with medication receipt and dispensing. Complete the clinic Medication Inventory Log according to LHD policy
- Make a photocopy of the medication Inventory Log and maintain for inventory control