

## Did You Know The Steps to Perform an Internal Expired Med Inventory Audit?

*To avoid having expired meds and/or incorrect medication expiration dates in your ward stock:*

- Enact a system to regularly check meds for correct expiration dates and to remove expired drugs.
- Perform this internal inventory inspection at least monthly.

*The attached PharMerica Facility Med Storage Audit Form provides an organized and up to date process.*

### **Open Containers**

- Rule of thumb – Unless otherwise stated by manufacturer or stricter facility policy, OPEN meds generally expire on the printed expiration date OR 1 year since open date (whichever is sooner).
- Exceptions – See the abridged list of select meds with unique expirations below:
  - Ativan Intensol: 90 days, refrigerated.
  - Eye drops (generally): 60 days. Storage requirement unique to drug product.
    - See product inserts for variable expirations (i.e., Xalatan: 6 week expiration).
  - TB solution: 30 days, refrigerated.
  - Flu vaccine MDV (multi-dose vial): 28 days, refrigerated.
  - Inhalers:
    - See P&P Section 9.10 Medications with Shortened Expiration Dates.
    - Verify administration accuracy for routine inhalers open longer than dosing suggests.
    - PRN inhalers and nasal sprays expire after 120 uses or manufacturer expiration date.
  - Insulin:
    - MDVs and pens stored in refrigerator until first dispense.
    - In-Use MDVs stored in med cart (generally, unless otherwise stated in package insert): 28 days, room temperature.
    - Pens are patient-specific and should not remain in house stock inventory upon dispensing.
      - In-Use pens (generally, unless otherwise stated in package insert): 28 days, room temperature
    - Refer to [PharMerica's Insulin Comparison Chart](#) (see P&P Section 9.10) for product specific expirations.

### **Areas to check should include:**

- Central Supply Areas
- Medication Carts
- Med Rooms
- Refrigerator
- Treatment Carts

### **All of the following should be included in the internal audit:**

- Dietary products
- Emergency med boxes
- IV equipment
- Laboratory items
- OTC products
- Prescription meds
- Sterile products
- Treatment items

### **Helpful Hints:**

- Discard/return discharged residents' medications and supplies in advance of expiration.
- Products expire on the last day of the month listed on the manufacturer printed MM-YYYY expiration date.
- Record an 'open date' on all opened meds (liquids, topicals, insulin vials, insulin pens, eye drops, etc.)

For further information, please speak to your Consultant Pharmacist, navigate to ViewMasterX to reference P&P Section 9.10 – Medications with Shortened Expiration Dates, and see the attached Pre-Survey Kit/Be Survey Ready documents!



Find out more at [PharMerica.com](http://PharMerica.com)

Be proactive! *These are things that should be correct!*

MEDICATION ROOM	MEDICATION REFRIGERATOR	MEDICATION CARTS
<p><b>Locked</b></p> <ul style="list-style-type: none"> <li>Nurse must be present if they allow anyone other than medication dispensing personnel access to the room (LNA,Cleaning, Etc.)</li> </ul> <p><b>Expiration Dates</b></p> <ul style="list-style-type: none"> <li>Prescription and OTC</li> <li>Lab and dietary products in addition to medications</li> <li>Central Supply areas</li> <li>Discard Discharged resident meds and supplies</li> <li>Contact Pharmacy for additional return totes if needed</li> </ul> <p><b>Storage</b></p> <ul style="list-style-type: none"> <li>Neat and Organized</li> <li>No medications in or under sink</li> <li>No personal items</li> <li>No cardboard on the floor</li> <li>Meds segregated by route of administration (creams vs. oral vs. eye vs. ear vs. injectable vs. inhaled vs. rectal)</li> </ul> <p><b>Controlled substances</b></p> <ul style="list-style-type: none"> <li>Schedule II's and medications of abuse stored in a permanently affixed double locked compartment- including ER stock</li> </ul>	<p><b>Temperature- 36 to 46 degrees Farenheit</b></p> <ul style="list-style-type: none"> <li>Thermometer inside and functioning</li> <li>Temperatures recorded daily (minimum) onlog</li> <li>Outside normal range- log documents temp adjustment and recheck of temp (contact Maintenance) Freezer</li> </ul> <p><b>Freezer</b></p> <ul style="list-style-type: none"> <li>No ice; defrost if needed</li> </ul> <p><b>Expiration Dates</b></p> <ul style="list-style-type: none"> <li>Injectable meds are dated and initialed when opened. Default to Dispense Date as date opened and document on label if needed</li> <li>Pull expired meds and verify those with shortened expiration dates</li> <li>Insulins: Open insulins in cart; unopened insulin in refrigerator               <ul style="list-style-type: none"> <li>See <a href="#">PharMerica Insulin Comparison Chart</a> for product-specific Beyond Use Dates once in-use</li> </ul> </li> <li>Tubersol: 30 days after open</li> <li>Flu vaccine: MDV 28 days after opening Multi dose products: 28 days after opening</li> <li>Eye Drops (generally): 60 days after opening</li> <li>Suppositories often go outdated- check each loose suppository</li> <li>Discard discharged resident medications</li> </ul> <p><b>Storage</b></p> <ul style="list-style-type: none"> <li>Meds stored in separate containers by route of administration</li> </ul> <p><b>Controlled substances</b></p> <ul style="list-style-type: none"> <li>Stored in separate, double locked, permanently affixed container (shelf must also be perm affixed)</li> <li>Lorazepam injection; lorazepam Intensol; Roxanol morphine sulfate 20mg/ml) (note ER Stock and Hospice Stock)</li> </ul>	<p><b>Locked</b></p> <ul style="list-style-type: none"> <li>Remind staff!! Never walk away from unlockedcart!</li> </ul> <p><b>Expiration Dates</b></p> <ul style="list-style-type: none"> <li>Open containers have Date Opened documented and initials (default to dispense date if missing) (or per facility policy); Discard expired meds with shortened expiration dates if needed (note inhalers, eye drops,etc.)</li> <li>PRNmedications</li> <li>OTCmedications</li> <li>Insulins should be dated once opened and stored in cart; expirations vary - open in-use pens and vials generally expire after 28 days when stored appropriately; refer to <a href="#">PharMerica Insulin Comparison Chart</a> for product specific storage and expiration details</li> </ul> <p><b>Storage</b></p> <ul style="list-style-type: none"> <li>Neat and organized; clean</li> <li>No sticky bottles or drawers;</li> <li>No loose pills in bottom of cart; No unlabeled meds (e.g., frome-kit)</li> <li>No unidentified med cups with mixed pills for resident or OTC med from stock bottle borrowed from another cart</li> <li>Medications segregated by route of administration (creams vs. oral vs. eye vs. ear vs. injectable vs. inhaled vs. rectal)</li> <li>Discard or return to pharmacy any Discharged residentmedications</li> </ul> <p><b>Medications with Special Expiration Dates</b></p> <p>Remember that some medications have special expiration requirements (see PharMerica P&amp;P Manual Appendix section 9.10) and <a href="#">PharMerica's Insulin Comparison Chart</a>. Unspecified items expire within one year of opening container; eye drops within 28 days of opening(Xalatan 6 weeks).</p> <p><b>Treatment Carts</b></p> <ul style="list-style-type: none"> <li>Topical creams/ointments (etc.) are considered medications. Treat the same as your medication cart</li> </ul>

**FACILITY MED STORAGE AUDIT**

**MONTH/YEAR** \_\_\_\_\_

**UNIT** \_\_\_\_\_

**MONTHLY Med Storage Audits**

Completed on: \_\_\_\_\_ (day of month)

Assigned to: \_\_\_\_\_ (shift)

**WEEKLY Med Storage Audits –Audit One Area throughout the week so that everything is audited once per week. Assigned to: \_\_\_\_\_ (shift)**

List items identified as expiring in next week (package marked with pink highlighter)

Initial Here when med is pulled and reordered

Nurse Initials	
Date	
Verification Daily Storage Checks Completed	
Med Room	
Central Supply	
Change of Shift Counts being completed	

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Med	Exp Date	Initials
Nurse Initials										
Date										
Med Carts										
Treatment Cart										
Refrigerator										
Emergency Kit										
Controlled Substances										

**NOTES**

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Med	Exp Date	Initials
Nurse Initials										
Date										
Med Carts										
Treatment Cart										
Refrigerator										
Emergency Kit										
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**NOTES**

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Nurse Initials										
Date										
Med Carts										
Treatment Cart										
Refrigerator										
Emergency Kit										
Controlled Substances										

**SUGGESTED USE:**

Identify shift/staff in charge of Monthly and Daily audits to be completed throughout the week

- Monthly audit: Pull anything expiring by end of month. Use yellow highlighter on medication package to identify anything expiring in following month
- Weekly audit: Pull anything expiring within the next week; Use pink highlighter on medication package to identify anything expiring within the next week. Additionally, write down medication and expiration date on audit sheet for nurses to quickly identify
- Daily audit: Midnight staff reviews list of meds documented here and package marked with pink highlighter. Pull anything expiring in next two days and insure reorder submitted to pharmacy. Complete daily and initial form when completed
- Audit should include audit for expired meds, meds with shortened expiration dates, date opened documented, and that meds have been reordered