

	DOCUMENT NAME	DOCUMENT NUMBER
	MEDICINE AND STORAGE MANAGEMENT SOP	

VERSION	1	
COMPILED BY		DATE 07/2025
AUTHORIZED BY		
NEXT REVISION DATE		07/2027

Storage and Management of Medicines in compliance with the **Pharmacy Act 53 of 1974**, **Medicines and Related Substances Act 101 of 1965**, and **Good Pharmacy Practice (GPP)** in South Africa.

1. PURPOSE & SCOPE

To ensure medicines are stored, managed, and monitored safely and in compliance with national legislation and Good Pharmacy Practice to maintain product efficacy, patient safety, and legal compliance.

This SOP applies to all staff involved in the storage, handling, and management of medicines in the practice, including reception, clinical, and dispensary areas

2. RESPONSIBILITIES

<u>Job description of person responsible</u>	<u>Duties</u>
Designated Person	Ensures SOP implementation, supervises checks
All Staff	Adheres to medicine storage protocol
Practice Manager	Audits compliance quarterly

3. LEGAL & REGULATORY FRAMEWORK

Pharmacy Act 53 of 1974

Medicines and Related Substances Act 101 of 1965

Good Pharmacy Practice (South African Pharmacy Council)

4. PROCEDURE

#	Requirement	Procedure
1	Medicine Rotation	Implement FEFO (First-Expire, First-Out). Older stock is placed in front and used before newer stock. Expiry dates checked monthly.
2	Cleanliness	Medicine shelves, cupboards, and trolleys must be cleaned weekly. No dust, spills, or damage should be visible.
3	Classification System	Medicines are organised either by: (a) formulation (e.g., tablets, liquids), (b) therapeutic class, or (c) alphabetical order. Staff must follow the chosen system.
4	Security & Access Control	Medicines are stored in lockable cupboards/rooms with access limited to authorised staff. Schedule 5 & 6 medicines are in a separate locked unit.
5	Expiry Management	Maintain an expiry log. Use colour-coded stickers for near-expiry medicines. Monthly checks are done and documented.

	DOCUMENT NAME	DOCUMENT NUMBER
	MEDICINE AND STORAGE MANAGEMENT SOP	

#	Requirement	Procedure
6	Expired Medicines	Expired medicines are removed immediately and quarantined for return or destruction. They must never be dispensed.
7	No Floor Storage	Medicines must be stored on shelves, cupboards, or wooden pallets— never directly on the floor.
8	Temperature Monitoring	Room temperature in medicine storage areas must be recorded daily using a thermometer. Logs must be maintained for 3 months.
9	Temperature Compliance	Temperature must be between 15°C and 25°C . Any readings outside this range are reported and corrective action taken.

5. INTERNAL SUPPORTING DOCUMENTATION

Document	Number	Retention period	Location

6. ATTACHMENT

Records to Maintain

- Daily Temperature Monitoring Log
- Expiry Date Log / Medicine Rotation Sheet
- Cleaning Schedule Log
- Access Control Log (for controlled medicines)
- Inventory and Stock Cards

Non-Compliance Action

If non-compliance is observed:

- Immediate corrective action (remove expired items, clean area, etc.)
- Document the incident
- Retrain staff if necessary

	DOCUMENT NAME	DOCUMENT NUMBER
	MEDICINE AND STORAGE MANAGEMENT SOP	

Receipt Acknowledgement for this SOP

I have read and been informed about the content, requirements, and expectations of this policy for this practice. I understand that if I have questions, at any time, regarding this policy, I will consult with my immediate supervisor or my Human Resources staff members. Please read the policy/procedure carefully to ensure that you understand the policy/procedure before signing this document.

Employee Signature	Employee Printed Name	DATE	Employee Signature	Employee Printed Name	DATE