

	DOCUMENT NAME	DOCUMENT NUMBER
	STORAGE OF MEDICINES AND MEDICAL SUPPLIES	MED-SUP/STOR/002

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

1. PURPOSE & SCOPE

To ensure that medicines and medical supplies are stored in a safe, organized, and legally compliant manner that preserves their integrity, potency, and usability until the point of use.

This SOP applies to all health care workers involved in the receiving, storing, and managing of medicines and medical supplies at the facility.

2. RESPONSIBILITIES

<u>Job description of person responsible</u>	<u>Duties</u>
Designated Storage Officer:	Oversees proper storage, ensures stock rotation, and monitors conditions.
Practice Manager:	Ensures compliance with legal and operational requirements.
All staff:	Must follow the storage guidelines when handling medicines or supplies.

3. LEGAL AND REGULATORY FRAMEWORK

Pharmacy Act, 1974 (Act No. 53 of 1974)

Medicines and Related Substances Act, 1965 (Act No. 101 of 1965)

Good Pharmacy Practice (GPP) Guidelines

National Department of Health policies

4. PROCEDURE

Storage Requirements

Storage Aspect	SOP Requirement
Security	Store medicines in a locked room or cabinet with restricted access. Schedule II–V medications must be locked in a separate, double-locked cabinet.
Temperature Control	Maintain room temperature between 15–25°C, or as specified by the manufacturer. Refrigerated medicines must be stored between 2–8°C in a medicine fridge.
Labelling	All medicines and supplies must be clearly labelled with the name, strength, expiry date, and batch number.
Stock Rotation	Follow FEFO (First Expiry, First Out). Place items with the shortest expiry dates at the front.
Cleanliness	Storage areas must be clean, dry, dust-free, and free from pests. No food or drinks allowed.
Separation	Separate pharmaceuticals from non-medical supplies (e.g., cleaning products) and from expired/damaged stock.

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Storage Aspect	SOP Requirement
Lighting & Ventilation	Ensure adequate lighting and ventilation. Avoid direct sunlight exposure.
Expiry Monitoring	Conduct monthly checks for expired stock and record findings. Remove expired stock immediately.
Documentation	Maintain a stock register, temperature log (daily), and expiry monitoring log.

Monitoring & Record-Keeping

Document	Frequency	Responsible Person
Temperature Log	Daily	Storage Officer
Stock Register Update	Upon receipt/issuance	Stock Clerk
Expiry Monitoring Log	Monthly	Designated Staff
Cleaning Schedule	Weekly	Admin Staff

Non-Compliance Risks

Failure to comply with this SOP can lead to:

- Degradation of medicine efficacy
- Regulatory non-compliance
- Fines, sanctions, or facility closure
- Patient safety risks

5. INTERNAL SUPPORTING DOCUMENTATION

Document	Number	Retention period	Location

6. ATTACHMENT

7. RELATED SOP's

SOP: Ordering of Medicines and Medical Supplies

SOP: Disposal of Expired Medicines

SOP: Stock Control and Inventory Management

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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