**PURPOSE**

To ensure that medications, biologicals and nutritional therapy solutions are properly handled and stored.

**POLICY**

Medications, biological and nutritional therapy solutions will be properly stored and distributed with acceptable standards established by the manufacturer.

**PROCEDURE**

1. Storage of biologicals will be limited to tuberculin, and influenza and pneumonia vaccines and the like, as allowed by relevant pharmacy board regulations. Nutritional therapies will not be stored at any Ohio Living office.
2. All medications, chemicals, and biologicals will be labeled for contents, with expiration dates clearly identified.
3. Biologicals will be stored under conditions that enhance stability. Elements to be considered include:
   1. Appropriate storage temperatures, utilizing appropriate thermometers and temperature logs
   2. Protecting solutions from contamination and spoilage
   3. Controlling lighting, ventilation, and humidity
   4. Prevention of moisture, condensation, and mold growth
   5. Thorough cleaning and sanitizing of all surfaces, supplies, and equipment after each use
4. The environment where medications are prepared will be appropriate to the therapy preparations, in the office and patient home. Areas to consider include:
   1. Functionally separate areas for sterile product preparation
   2. An environment suitable to preparation of sterile products
   3. Safety equipment to protect personnel preparing cytotoxic or hazardous medications
   4. Clutter free, clean work surface for medication preparation
5. Medication preparation will only be done by personnel within their scope of practice regarding medication and nutrition therapy preparation. Multi-dose vials will be discarded per manufacturer’s guidance.
6. Clinicians, within their scope of practice, will provide instruction and education to the patient and family/caregiver and document evidence of instruction in the clinical/service record.