



A not for profit company

Policy Number:	1180	Page:	1 of 1
Effective Date:	July 10, 2017	Replaces:	January 1, 2016

SECTION:	CLIENT SERVICES
TOPIC:	MEDICATION STORAGE

Intent: To ensure medications are safely and securely stored.

In residential facility-based service, all medications must be kept in locked storage.

In other residential settings, there will be a process of joint consideration and decision-making regarding medication storage among the Client, the Legal Guardian(s) and Agency Supervisor.

In the event that there is risk to Clients, Agency Supervisors will recommend that medications be kept in locked storage. The Agency must document the storage decision on the Health Care Consent Form.

In the community, medication will be kept secure in the individual’s medication package.

COLD STORAGE

1. Medication must be stored in a container away from food and drink in the kitchen fridge to avoid contamination.
2. The temperature of the refrigerator must be monitored DAILY when it is in use when storing any medication and tracked on the Health and Safety checklist.
3. Monitoring of the fridge temperature must take place every day by taking/reading the temperature using a thermometer.
4. Any temperature that falls outside the 2° to 6°C range must be reported immediately to the home’s supervisor who will decide on the action to take by getting advice from the pharmacist.

Note: Controlled substances and narcotics must be accounted for as per medication audit system identified in the Agency’s Medical Process Procedure.

Reference Legal Guardianship/Trusteeship Policy 1040
 Client Health Care Consent Policy 1140