

## Medical supplies storage

- No direct sunlight on the boxes.
- Temperature in the warehouse must be controlled and recorded daily, and fridge temperature must be controlled and recorded twice daily where cold chain items are stored.
- Cartons should be stored on pallets or tarpaulins or on clean racks/shelves that do not touch the walls of the warehouse.
- Drugs should ideally be stored by type of drug: infusions, injectables, oral drugs, diagnostic tests, etc.
- Always store medical supplies separately from chemicals or food (pesticides, fertilisers, cement, fuel included), and dangerous goods. This also applies when loading onto vehicles.
- If stored on pallets, all cartons should be clearly labelled with their contents. If stored on shelves/racks, shelves must be labelled.
- Always record batch numbers (found on the outer cartons and on each container of the drugs, allocated by the manufacturer) and expiry dates of medical supplies upon receipt and record batch references at all stock movements (on bin card, stock card and stock report – see Section 2.6.8 for definitions and guidance on stock tracking tools).
- It is good practice to track medical supplies on stock cards raised by batch number. Alternatively, you can record the batch number of the drugs as they moved in and out of stock. See different types of stock cards.
- When conducting checks of the warehouse, check the packaging of drugs thoroughly for wet cartons, chewed plastic and spilt liquids.
- Perishable stock must be rotated following the FEFO (first expired, first out) principle.
- Maintain an alert system to warn about pre-expired drugs – during the last six months of their shelf life, drugs can be donated to local authorities or other parties. Keep a list of the three and six-month-pre-expired drugs on your stock records.
- Expired drugs are not fit for human consumption and should be destroyed safely. Contact your local Food and Drug Administration to enquire about the regulations around the destruction of medical supplies.
- Expired or damaged drugs must be quarantined until they can be safely destroyed. Keep a record of drugs placed in quarantine on the relevant bin and stock cards.