

Medication Handling and Storage Procedures

Date: _____

To: [Staff/Team Name]

From: [Your Name/Position]

Dear [Staff/Team Name],

As part of our commitment to ensuring the safety and efficacy of medications, we would like to remind you of the proper procedures for handling and storing medications. Below are the key guidelines to follow:

Handling Procedures:

1. Always wash your hands before and after handling any medications.
2. Use gloves when handling medications that require direct contact.
3. Check the medication label to verify the correct drug, dosage, and patient information before administration.
4. Document any medication administration accurately and promptly in the patient's record.

Storage Procedures:

1. Store medications in a cool, dry place, away from direct sunlight.
2. Ensure that all medications are stored at the temperature recommended by the manufacturer.
3. Keep medications out of reach of unauthorized personnel and children.
4. Regularly check expiration dates and properly dispose of expired medications.

Thank you for your attention to these important procedures. Your adherence ensures the safety and well-being of our patients.

Sincerely,

[Your Name]

[Your Position]