

Medication Handling Instructions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Secure Medication Handling Instructions

Dear [Recipient's Name],

This letter serves as a guideline for the secure handling of medications to ensure the safety of both the patients and the healthcare providers. Please adhere to the following instructions:

1. Storage

- Store medications in a locked cabinet at the appropriate temperature.
- Keep all medications out of reach of children and unauthorized personnel.

2. Administration

- Verify the patient's identity before administering medication.
- Use proper techniques and documentation processes during administration.

3. Disposal

- Dispose of unused or expired medications according to local regulations.
- Safely dispose of sharps in designated containers.

For any questions or further clarifications, feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]