

# Medication Storage and Expiration Policy

Date: \_\_\_\_\_

To Whom It May Concern,

We are committed to maintaining the highest standards of safety and quality in the handling of medications. Please review our policies regarding the storage and expiration of medications as outlined below:

## Storage Guidelines

- All medications must be stored in a clean, dry, and secure location.
- Controlled substances must be stored in a locked cabinet or safe.
- Refrigerated medications should be kept at a temperature between 36degF and 46degF (2degC to 8degC).
- Medications should be organized by type and easily accessible for authorized personnel only.

## Expiration Policy

- All medications will be routinely checked every three months for expiration dates.
- Expired medications must be removed from the storage area immediately and disposed of according to regulations.
- A log will be maintained to document the disposal of expired medications.
- Staff must report any medication that approaches its expiration date to the designated supervisor.

Thank you for your attention to this important matter. Please sign and return the acknowledgment form attached below.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]

## Acknowledgment Form

I acknowledge that I have read and understood the Medication Storage and Expiration Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_