

Standard Operating Procedure

Fridge and Clinical Room Temperature Monitoring for Safe Storage of Medicine

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Version Control Summary

Version	Date	Author	Status	Comment
1	01/07/10	Shameem Mir	Chief Pharmacist	
2	02/11/12	Reviewed by Rachel Stevens	Chief Technician Medicines Management	Review – no changes
3	11/10/13	Reviewed by Louise Missen	Clinical Pharmacist	Fridge monitoring removed from 3 monthly pharmacy CD audit. Added info about checking for expired/unneded fridge medication
4	06/02/15	Reviewed by Andrea Okoloekwe	Lead Pharmacist, Newham	Addition of clinical room temperature monitoring to SOP

Contents

Paragraph		Page
1	Purpose	4
2	Scope	4
3	Responsibility	4
4	Process Stages	4
6	Known Risks	4-5
7	How to order thermometers	5
Appendices		
Appendix 1	Refrigerator temperature monitoring chart	6-7
Appendix 2	Clinical Room temperature monitoring chart	8-9
Appendix 3	Estimating impact of temperature fluctuation on shelf life reduction	10
References		11

Purpose	To ensure that medicines stored in fridge and in clinical rooms are at the appropriate temperature so that they maintain their stability and integrity.
Scope	This procedure covers the monitoring of fridge and clinical room temperatures for medicines supplied by the pharmacy department and patient's own drugs that have been assessed as appropriate to use and stored in a ward or community either in a fridge or in the clinical room.
Responsibility	The senior nurse is responsible for ensuring that all medicines within his/her clinical area are stored in the appropriate conditions. The ward must have one trained individual with at least one trained deputy, responsible for the recording and monitoring of the ward environment.
Process stages	<ul style="list-style-type: none"> • Monitor the temperature in the fridge and clinical room using a maximum-minimum thermometer once a day on every working day. • Room temperature monitoring best if monitored same time each day and the thermometer should be reset after each reading. • Advice on how to use the thermometer can be obtained from the supplier • Record the actual, minimum and maximum temperatures on the recording chart (attached). • Sign the fridge and clinical room chart with name as well as signature and record on the chart that the thermometer has been reset. • The record should be readily accessible for easy reference and retained until the next audit. Temperature charts must be stored for a minimum of 2 years. • Temperature chart monitoring will be audited as part of the Trust audit cycle. • The fridge should be defrosted (if not automatically defrosting) and cleaned once a month. This should be documented on the recording chart. • If the fridge temperature is outside the range of 2 – 8°C first reset thermometer then check minimum thirty minutes later. If still outside the recommended range, quarantine the medicines and contact pharmacy for advice. • If the clinical room temperature is above 25°C first reset thermometer then re-check. If temperature still remains above 25°C for 7 consecutive days then report to pharmacy for an estimate on reduction in shelf life of medicines.
Known risks	<ul style="list-style-type: none"> • Specialised refrigerators are available for storage of pharmaceutical products, and must be used. Ordinary domestic refrigerators must not be used. • Food, drink, and clinical specimens must never be stored in the same refrigerator as medicines. Opening of the refrigerator door should be kept to a minimum. • The accidental interruption of the electricity supply can be prevented by using a switchless socket or by placing cautionary notices on plugs and sockets. • Refrigerators should not be situated near a radiator or any heat source that could affect their working, and should be appropriately ventilated. • Ice should not be allowed to build up within the refrigerator as this reduces effectiveness. Records should be kept of regular servicing, defrosting and cleaning. • An approved cool box or alternative refrigerator should be used to store medicines during defrosting of the main refrigerator. After defrosting, medicines should only be replaced once the refrigerator has returned to the correct temperature. • Digital thermometers are the most reliable and easiest to read. Sufficient space should be allowed in the refrigerator so that air can circulate freely. Over-packed refrigerators lead to poor air flow, potential freezing and poor stock rotation. • Stocks should be stored within the refrigerator so that those with shorter expiry dates are used first. • Medicines must be kept in their original packaging when stored so that they retain information on batch numbers and expiry dates. The packaging is also part of the protection against light and changes in temperature. • Medicines must not be stored in the door, in the bottom drawers, or adjacent to the freezer plate of the refrigerator. If there are temperature variations outside of the recommended +2°C to +8°C C range, they usually occur in these parts of the refrigerator. • Medicines which belong to patients which have been discharged or transferred off of the wards should be returned to Pharmacy for safe destruction as soon as possible as part of good medicine safety practice.
How to order thermometers	<ul style="list-style-type: none"> • Order via thermometer.co.uk • http://thermometer.co.uk/. • Type of thermometer:http://thermometer.co.uk/industrial-thermometers/1066-digital-max-min-thermometer-suitable-for-industrial-use.html order number : 810 120

REFRIGERATOR TEMPERATURE MONITORING CHART

Ward /Community Team _____ Month & Year _____

Defrosted on: _____

Date	Time	Actual	Min	Max	Reset Y/N	Temp b/w 2-8°C Y/N	Action taken if N Please state	Name/Signature
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
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16								
17								
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19								
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22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Additional reading carried out

Date	Time	Actual	Min	Max	Reset (Y/N)	All temperature readings between 2 – 8 °C (Y/N)	What action taken if temperatures are outside 2-8°C	Name and signature

Information

1. If ANY of the readings are outside the 2-8°C range do not use medication, contact your local pharmacy department immediately for advice.
2. Refrigerator readings must be carried out on each working day by a nominated person or a deputy in their absence.

Named Person: _____ **Named Deputy:** _____

3. The ACTUAL, MINIMUM & MAXIMUM temperatures must all be read.
4. The following information must be recorded on the monitoring chart overleaf including
 - Date (already printed on monitoring chart)
 - Time
 - ACTUAL, MINIMUM, MAXIMUM temperatures
 - Whether temperatures are within 2-8°C range
 - Action taken if outside range
 - Name and signature of person carrying out reading
5. Thermometer(s) must be reset after readings have been recorded.
6. ALL readings should be between 2 – 8°C, if outside this range see point 1 above.
7. Logs must be kept in a secure place for a minimum of 2 years.

Appendix II

CLINICAL ROOM TEMPERATURE MONITORING CHART

Ward /Community Team _____

Month & Year _____

Date	Time	Actual	Min	Max	Reset	Y/N	Temp >25°C Y/N	Action taken if Y Please state	Name/ Signature
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									
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26									
27									
28									
29									
30									
31									

Additional reading carried out

Date	Time	Actual	Min	Max	Reset (Y/N)	All temperature readings are 25 °C (Y/N)	What action taken if temperatures are >25°C	Name and signature

Information

1. If ANY of the readings are above the 25°C for 7 consecutive days do not use medication, contact your local pharmacy department immediately for advice.
2. Clinical room readings must be carried out on each working day by a nominated person or a deputy in their absence.

Named Person: _____ **Named Deputy:** _____

3. The ACTUAL, MINIMUM & MAXIMUM temperatures must all be read.
4. The following information must be recorded on the monitoring chart overleaf including
 - Date (already printed on monitoring chart)
 - Time
 - ACTUAL, MINIMUM, MAXIMUM temperatures
 - Whether temperatures are above 25°C
 - Action taken if outside recommended temperature
 - Name and signature of person carrying out reading
5. Thermometer(s) must be reset after readings have been recorded.
6. ALL readings should be 25°C, if outside this temperature for 7 consecutive days, see point 1 above.
7. Logs must be kept in a secure place for a minimum of 2 years.

References

- 1) Policy for Temperature Monitoring of Medicinal Products, NHS Dorset CCG, 2013.
- 2) Guidance for reducing the shelf life of medicines in the event of a heat wave, QC North West England Medicines Management Team, July 2014.