



# Storing and Labelling Medication Procedure

Procedure Number  
WCDHB-PM-0003

Version Nos:  
**6**

## 1. Purpose

This Procedure is performed as a means of ensuring the safe storage, and labelling of therapeutic medication in accordance with all legislative and regulatory requirements.

## 2. Application

This Procedure is to be followed by all nursing staff throughout the West Coast District Health Board (WCDHB).

## 3. Definitions

For the purposes of this Procedure:

*Prescribing* medications is the responsibility of the Doctor;

*Dispensing* medications is the role of the Pharmacist;

*Administration* of medications is undertaken by nurses.

## 4. Staff Authorised To Perform Procedure

This Procedure shall be performed by a:

- i) Registered nurse (RN)/midwife

## 5. Resources Required

This Procedure requires:

- i) Ward drug cupboard and keys;
- ii) Drug fridge;
- iii) WCDHB Drug treatment sheet.

## 6. Process

### 1.00 General Storage Of Ward Drugs

- 1.01 The storage of all drugs at the Ward level is the responsibility of the Nurse in charge of the Ward.
- 1.02 Ward drug cupboards and trolleys are to be kept locked at all times and the keys held by an on-duty Registered Nurse.
- 1.03 Any specific storage requirements for specific drugs/medications will be followed; e.g. protection from light, refrigerate etc.
- 1.04 All medications must be stored separately from foodstuffs to prevent the risk of contamination.



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- 1.05 Storage of Controlled Drugs must be in accordance with the relevant legislative requirements (including Medicines Act (1981), Medicines Regulations (1984) Misuse of Drugs Act (1975) and Misuse of Drug Regulations (1977).
- 2.00 Naming/Relabelling of Medications**
- 2.01 Approved (generic) names for medications can be used on drug treatment sheets. Trade names are not to be used unless the medication contains a mixture of ingredients.
- 2.02 Under no circumstances are any medications to be relabelled by nursing staff. The labelling of medication is the responsibility of the Pharmacy staff.

### 7. Precautions And Considerations

- The storage of all drugs at the Ward level is the responsibility of the Nurse in charge of the Ward
- All medications must be stored separately from foodstuffs
- Medications are not to be relabeled by nursing staff.

### 8. References

Code of Health and Disability Services Consumers' Rights (1995)  
Health Act (1956)  
Hospitals Act (1957)  
Hospitals Regulations (1993)  
Medicines Act (1981)  
Medicines Regulations (1984)  
Misuse of Drug Regulations (1977)  
Misuse of Drugs Act (1975)  
New Zealand Nursing Council Code of Conduct for Nurses and Midwives (1995)  
Health Practitioners Competence Assurance Act 2003

### 9. Related Documents

WCDHB Administration and Storage of Controlled Drugs Procedure  
WCDHB Administration of Medications by Students Procedure  
WCDHB Controlled Drugs Procedure  
WCDHB Emergency Orders and Verbal Orders Procedure  
WCDHB Medication Errors Procedure  
WCDHB Medication For On-Leave Patients Procedure  
WCDHB Medication Policy  
WCDHB Nurse Initiated Medication Procedures  
WCDHB Nursing Standards  
WCDHB Practice Development Programme  
WCDHB Refusal of Medications by Patients Procedures  
WCDHB Self-Medicating Patients  
WCDHB Use of Traditional and Alternative Medications Procedure



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<b>Revision History</b>	<b>Version:</b>	6
	<b>Developed By:</b>	Senior Nurses
	<b>Authorised By:</b>	Director of Nursing & Midwifery
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