

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
**Medications**

**Chapter:**  
Storage of medications

**Effective Date:**  
10/25/1999

**Revision Date:**

**Policy Number:**  
0-1-5

**Robert Fleese, President - CEO**

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. Prescription and over-the-counter medications shall be kept in their original containers.
2. Prescription and potentially poisonous over-the-counter medications shall be kept in an area or container that is locked.
3. Prescription and potentially poisonous over-the-counter medications stored in a refrigerator shall be kept in a separate locked container.
4. Prescription and over-the-counter medications shall be stored separately.
5. Prescription and over-the-counter medications shall be stored under proper conditions of sanitation, temperature, moisture and light.
6. Discontinued and expired medications, and prescription medications for children who are no longer served at the Keystone, shall be disposed of in a safe manner.

## DISCUSSION: