Procedures for Handling Expendable Supplies and Medications

I. SUBJECT: General Procedures for Handling Expendable Supplies and Medications

II. PURPOSE: To ensure only safe and effective medications are used.

III. SCOPE: All personnel using or inventorying medical supplies.

IV. PROCEDURES:

- Inventories will be checked for expiration dates at least monthly and products will be properly disposed of when past discard dates.
- For any product that is removed from the manufactures original container and dispensed into another container, label the new container with the product name, expiration date and the concentration.
- For drugs requiring mixing, label the container with the product name(s), the concentration(s), date of mixing, and expiration date.
- Items that do not have a preservative such as Intravenous fluids will be labeled with the date initially opened.
- When applicable, label the discard date after opening as described below.
  - Anesthetic, analgesic, antibiotic solutions and other medications requiring dilution for small animals: Discard after 14 days
  - Intravenous fluid bags: Discard after 14 days
    - Fluids containing dextrose: Discard after 24 hours
  - Analgesics in single dose vials: Discard products such as Buprenex 5 hours after opening if stored at room temperature or 7 days if refrigerated. After opening, transfer the contents into a sterile clot tube (red top).
- Discard products prior to their discard date if the product's characteristics (i.e. color, texture, etc.) changes, or if the rubber stopper starts to core or break apart. If a multi-dose vial contains a preservative, is stored in its original container, and has maintained its original concentration, the drug can be used until the expiration date is reached.
- Items that do not have a preservative or are diluted have a shorter discard date due to the possibility of bacterial contamination.
- Discard products according to the manufacturer's expiration date unless a specific discard date is listed above.
- When dispensing medications directly from the container to the animal (e.g. ophthalmic ointments) aseptically place the medication onto a swab, gauze, or syringe and then apply to the animal to prevent contamination of the primary container.
• Swab all vial tops and injection ports with alcohol prior to inserting a needle. Use only new sterile needles and/or sterile pipette tips.