**[Your Practice]**

**Injectables & Expired Medications Policy**

Date Issued: June 1, 2020

Date Reviewed: N/A

Date Revised: N/A

**Purpose:** To provide guidelines for the administration of multi-dose vials of injectables and the disposal of expired medications in our office.

**Introduction:** These guidelines address basic safety and inventory practices for multi-dose vials of injectables as well as for expired medications.

The information set forth in these guidelines is based on federal and state regulations that include, but are not limited to, the following: Occupational, Safety and Health Act (OSHA), the Environmental Protection Act (EPA), New Jersey Department of Health (NJDOH), and national infection control guidelines and recommendations from the Centers for Disease Control and Prevention (CDC), Association for Professional in Infection Control and Epidemiology (APIC), the American Association for Medical Instrumentation (AAMI), the United States Pharmacopeia (USP), the Joint Commission (JC), the Food and Drug Administration (FDA), and the American Podiatric Medical Association (APMA).

**Policy:**

It is the policy of this practice to provide a safe environment for our patients and employees, while maintaining compliance with current federal, state, and OSHA guidelines.

**Injectables:**

1. Multi-dose vials should be maintained away from patient treatment areas in a clean area and on a clean surface. This is to prevent inadvertent contamination of the vial through direct or indirect contact with potentially contaminated surfaces or equipment that could then lead to infections in subsequent patients. If a multi-dose vial enters an immediate patient treatment area, it should be dedicated for single-patient use only.
2. Once multi-dose vials are pierced, they should immediately be labeled with the date of piercing.
3. Medication vials always should be discarded whenever sterility is compromised or questionable. In accordance with CDC and USP guidelines and recommendations, all pierced/open multi-dose vials should be discarded in a safe and compliant manner 28 days from the date of initial piercing following all reasonable regulatory precautions. If the manufacturer specifies a different (longer or shorter) date for that opened vial, follow the manufacturer’s guideline.
4. Syringes must not be pre-loaded.
5. If a multi-dose vial has not been opened or accessed (e.g., needle punctured), it should be discarded according to the manufacturer’s expiration date.
6. Staff is required to check weekly for all expired or expiring multi-dose vials and to alert the physician of all developments.

**Expired Medications:**

1. All expired medications (e.g., injectables, samples, topical solutions and creams, over-the-counter medications, medications) must be discarded immediately upon expiration.
2. Staff is required to check weekly for all expired or expiring medications and to alert the physician of all developments. Any expired items must promptly be discarded in a safe and compliant manner following all reasonable regulatory precautions.
3. For any medications that do not bear an expiration date, staff is to check with the manufacturer to determine if the product does indeed expire and note the expiration date based on lot or batch number.
4. All secondary bottles for topical solutions (e.g., alcohol, hydrogen peroxide, acetone, phenol, 3 WEA, etc.) should be marked with the expiration date from the native bottle.