Standard operating procedure (SOP) · HOS-SOP-005 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S1 (Hospital), criterion S1.5

At a glance

- Store each medicine at the temperature on its label.
- Read and record fridge and room temperatures every day.
- Act on every out-of-range reading the same day.
- Remove expired and recalled stock at once.
- Stop and get help straight away if: a medicine has been stored out of range and is still being given.

1. Purpose

To keep medicines at the correct temperature, secure and in date (S1.5).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Medicines lose potency or are misused when storage fails. Temperature and controlled-medicine records are cheap to keep and show control.

5. Responsibilities

Role	Responsibility	Competence
Ward pharmacist or nurse	Reads and records temperatures; removes expired stock	Trained in cold chain
Chief pharmacist	Reviews the logs and the recalls	Pharmacist

6. Materials and equipment

Item	Requirement	Condition
Calibrated thermometer or logger in each fridge and room	Calibrated yearly	Checked monthly
Expiry and recall log	Current	Updated weekly

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Read.

- Read and record the temperature each day, at the same time.

Key point: A missed reading is a failure of the check.

Step 2. Act on out of range.

- Move the stock to a working store.

- Tell the pharmacist the same day.
- Do not give out-of-range stock until the pharmacist decides.

Key point: Out of range is not automatically lost; the pharmacist decides.

Step 3. Check expiry and recalls.

- Check the expiry dates and the recall notices each week.
- Remove expired and recalled stock to the quarantine area.

Key point: Quarantine keeps it out of use.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Daily readings recorded	100%	Weekly	Chief pharmacist	Escalate to chief executive
Out-of-range readings with action	100%	Each reading	Ward pharmacist	Escalate to chief pharmacist

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
HOS-POL-001	Medicines management policy	Policy

17. Evidence

Reference	Note
E-009	Storage limits from the product label and the national medicines standard.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

No e-learning course is linked to this document yet.

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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Related standard

- **Standard 17: Pharmacy**

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