



New Hampshire Division for Children, Youth and Families Policy Manual

2274 PHARMACEUTICALS – STORAGE AND PROCUREMENT

Chapter: Sununu Youth Services Center

Section: Healthcare

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: 20-16

Effective Date: May 2020

References Of Note

Federal Authority:

Statutes: [RSA 621](#) and [RSA 621-A](#)

Administrative Rules: [Ed 1114](#)

Case Law:

This policy establishes guidelines around SYSC's storage and procurement of pharmaceuticals.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. The SYSC Medical Department shall follow a system that accounts for and maintains an adequate inventory of medical supplies.
- II. All medications, syringes, and needles shall be stored in a manner that safeguards against unauthorized or inappropriate use. Only medical staff authorized to distribute or administer medications shall have access.
- III. All medications shall be stored in their original prescription or over-the-counter (OTC) medication containers.
 - A. Medication labels shall not be altered in any way, except by a pharmacist.
- IV. When a medication needs to be destroyed, it shall be done in a manner that safeguards against misuse and aligns with current standards for disposal.
- V. Precautions shall be taken to ensure that medications are managed in a way that no youth is given medication not prescribed or intended for them.

Standard Operating Procedures

SOP	Title	Applicable Disciplines
2274.1	Storage and Procurement Procedures	SYSC

Applicable Forms

Form	Title
2255	Nursing Kardex
2261	Physician's order Sheet

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date
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