



<input type="checkbox"/> ADMINISTRATE POLICY & PROCEDURE (APP)		<input type="checkbox"/> INSTITUTIONAL POLICY & PROCEDURE (IPP) <input type="checkbox"/> INTERDEPARTMENTAL <input type="checkbox"/> INTERNAL	
TITLE		POLICY NUMBER/V#	
Expired and nearly expired medications Policy		MMC- MED- 05 (01)	
INITIATED DATE	EFFECTIVE DATE	REVISED DATE	
02/08/2025	01/09/2025	01/08/2028	
REPLACES NUMBER		NO. OF PAGES	
N/A		3	
APPLIES TO		RESPONSIBILITY	
Nursing, procurement		Nursing, procurement	

1. PURPOSE:

- 1.1 To establish clear guidelines for proper handling of the expiration of pharmaceuticals, to ensure that patient safety is secured.
- 1.2 To identify the role of each entity/unit in the process of returning and replacing the nearly expired items.
- 1.3 To identify the responsible party on waste disposal of pharmaceuticals.

2. DEFINITION:

N/A

3. POLICY:

- 3.1 The manufacturers for all medical and pharmaceutical items assign the expiration dates. If the expiration date of a product is expressed only in month and year, it will be taken to mean that the product is to be used by the last day of the given month.
- 3.2 Pharmaceuticals **delivered should** carry not less than 2/3 of their shelf-life.
- 3.3 The supplier/vendor may communicate to declare the expiry date of the concerned pharmaceutical prior to delivery. If the supplier delivers stock with less than 2/3 of the shelf life, will ask for a guarantee letter of return from the supplier.



- 3.4** Head of pharmacy is responsible for returning expired, nearly expired, or damaged medical and pharmaceutical items to the Vendor using appropriate **return form**.
- 3.5** A list for returned expired, nearly expired, or damaged items shall be maintained in the Clinic Information System.
- 3.6** Head nurse is responsible for Inventory accuracy matching the system data with quantity on hand and related expiry dates.
- 3.7** No expired medication shall be present in the patient care areas of the clinic.
- 3.8** All expired and/or nearly expired medications are labeled with yellow labels and stored separately from other medications.

4. PROCEDURE:

- 4.1** Every product dispensed will carry an expiration date.
- 4.2** Monthly inventory will be done for checking shelf life validity.
- 4.3** Medications that will expire in the next 30 days shall be placed on the designated shelf for nearly expired medications.
- 4.4** Medications that are going to expire within three months shall be appropriately marked in all patient care areas.
- 4.5** Expired/damaged items will be labeled and stored separate from the usable stock.
- 4.6** Head of pharmacy is responsible for communication with the vendor for replacing/returning the nearly expired pharmaceuticals if the vendor is a local agent as per company policy & agreements.
- 4.7** Purchasing is responsible to update the data on the logbook for any return or exchange items.

5. RESOURCES:

- 5.1** Labels For (Nearly expired medications)

6. CROSS REFERENCE:

- 6.1** N/A

7. REFERENCES:

- 7.1** CBAHI National Standards for Ambulatory Care Centers, Effective Jan,2020.
- 7.2** The Joint Commission International (JCI), 7th Edition, Effective Jan 2021.

8. FORMS & ATTACHMENT:

- 8.1** Pharmaceutical/Medical Supplies Return Form

KINGDOM OF SAUDI ARABIA

Ministry Of Health

General directorate of Health Affairs AL-Baha

Mayyara General Medical Complex



المملكة العربية السعودية

وزارة الصحة

المديرية العامة للشئون الصحية بمنطقة الباحة

مجمع ميارا الطبي العام

9. Approved

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