



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Disposal of Expired Pharmaceuticals
APPLICABILITY:	Public Health Nurses
CONTACT PERSON & DIVISION:	Amanda Morningstar, MSN, APRN, FNP-C; Nursing Division
ORIGINAL DATE ADOPTED:	06/19/2018
LATEST EFFECTIVE DATE:	06/19/2018
REVIEW FREQUENCY:	Every five (5) years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	200-013-P

A. PURPOSE

The intent of this document is to provide a guideline for all clinical areas for disposal of expired medication/vaccine.

B. POLICY

Canton City Public Health (CCPH) administers prescription and over-the-counter medications and vaccines in various clinics throughout the week. It is imperative that this policy is in place to ensure that inventory is monitored and that expired products are disposed of in a proper manner.

C. BACKGROUND

N/A

D. GLOSSARY OF TERMS

N/A

E. PROCEDURES & STANDARD OPERATING GUIDELINES

1. Evaluation of medication inventory:
 - a. Nurses who are assigned to the inventory of medications and/or vaccines will assess inventory at least monthly (and more often if needed) for expiration date, color, and consistency of product.
 - b. If it is past the expiration date on the medication/vaccine, the product will be removed from inventory immediately.
 - c. If the medication/vaccine is discolored, appears cloudy, or has a precipitate, it should be removed from inventory regardless of the expiration date. If the expiration date is unknown and any of the listed issues occur, the product should be removed from inventory.

2. Disposal of expired medications:

Please note, some suppliers will provide credit for expired pharmaceuticals/vaccines that are returned. Check with the supplier and the Ohio Department of Health (if applicable) prior to disposal.

 - a. Take expired oral medications out of their original containers. Medications at CCPH are discarded in a biohazard container. Should a large amount need to be discarded, the following option may be considered:
 - i. Mix medication with undesirable substance such as used coffee grounds or kitty litter, and put it in impermeable, non-descript containers (such as empty can, margarine tub,

or sealable bag) to further ensure the medication is not diverted. The container should then be disposed of in the trash.

- b. Do **not** flush prescription or over-the-counter medications down the toilet **unless** the label or accompanying patient information specifically instructs to do so. For information on drugs that should be flushed, visit the FDA’s website at www.fda.gov/drugs.
 - c. Conceal or remove any identifying information on the original medication container label by covering it with black permanent marker or duct tape, or by scratching it off. Then discard the original medication container in the trash.
 - d. Vials or syringes of expired medication should first be emptied by squirting medication into a paper towel. Empty vials and paper towels may be discarded into the trash. Syringes should be discarded into a sharps container/grinder.
3. Documentation:
- a. Document the monthly review of medication inventory on the Medication Transaction Report with date and signature of the person completing the review.
 - b. Document the disposal of expired medications on the Medication Transaction Report, indicating the medication discarded, along with the date, signature of the person discarding the medication, and signature of a witness to the event.
 - c. Where applicable, the program manager should review the expired and discarded medication prior to initiating a purchase request to restock medications, in order to assure proper inventory levels.

F. CITATIONS & REFERENCES

U.S. Food and Drug Administration. Disposal of Unused Medications: What You Should Know (last updated 06/13/2018). Retrieved June 19, 2018, from <https://www.fda.gov/drugs/resourcesforyou/consumers/buyingusingmedicinesafely/ensuringsafeuseofmedicine/safedisposalofmedicines/ucm186187.htm>

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

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H. APPENDICIES & ATTACHMENTS

N/A

I. REFERENCE FORMS

N/A

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes



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K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.