

Student Medication Storage and Pick-up Procedure and Policy

Scope

Applies to Department of Nursing personnel in the following clinic: University of La Crosse-Student Health Center (UWL SHC)

Purpose

To provide management steps for the safety of medication storage and disbursement to students

Equipment/Supplies

- Stand-alone refrigerator
- **Medication Storage Consent Form**

Procedure:

1. Storage and Disbursement of Medication

- a. Student requests to have medication sent to UWL SHC for pick up
- b. Student fills out medication consent form via SHC website or SHC staff directs student to form for completion
- c. Medications are sent to the SHC during business hours
- d. Medications are properly stored at SHC front desk or in medication fridge if necessary
- e. SHC staff will notify student via health portal that medication has arrived and will document medication arrival in student chart
- f. Student will pick up medication within 3-5 business days and is required to present their student ID upon pick up
- g. SHC staff documents medication pick up in students' chart

2. Proper Storage and Handling

- a. Medications that require refrigeration will be stored in a refrigerator with a temperature monitoring system.
- b. Medical supplies that do not require refrigeration will be made available for the student to pick up at the Student Health Center front desk
- c. UWL SHC does not accept any controlled substances or stimulants for storage

3. Medication Disposal

- a. Medication that is not picked up by student within 7 business days will be properly discarded by SHC staff unless student has provided expected date of pick up. If medication is not picked up by provided date, medication will be discarded.

- b. If medication expires before date of pick up, it will be properly disposed of by SHC staff.

Troubleshooting

N/A

Procedural Notes

- We do not accept any controlled substances/stimulants
- UWL SHC is not responsible for spoilage, breakage, loss or theft of medication/supplies
- Procedure reviewed annually

Related Documents

Definitions

N/A

References

Owner

Allison Benzing, DNP, RN-Nurse Manager

Contact

Allison Benzing, DNP, RN - Nurse Manager

Revision History

Date	Synopsis of Change
1/11/2023	Updated by Allison Benzing Approval needed to establish document