



Republic of Kenya
MINISTRY OF HEALTH

GOOD STORAGE PRACTICES FOR HEALTH COMMODITIES

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1. Ensure Security

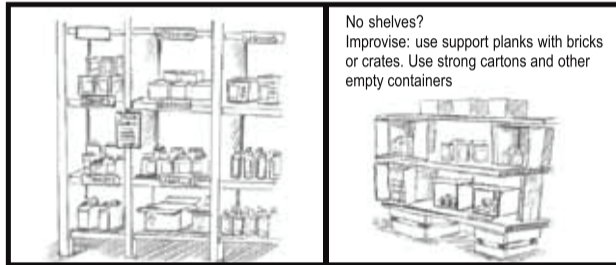
- control access to storage areas
- use lockable cupboards/ cabinets



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2. Use Orderly Arrangement

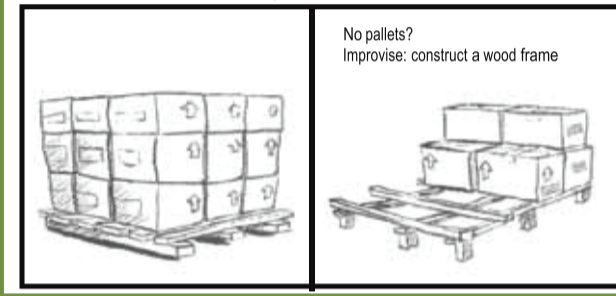
- provide sufficient shelving
- use a system for arranging e.g. dosage form, alphabetically or by generic name.



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3. Place Bulky goods off the floor

- place bulky goods/products on pallets or shelves
- do not over stack items to avoid crushing
- stack boxes in upright position



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4. Use Bin Cards/ Stock Cards

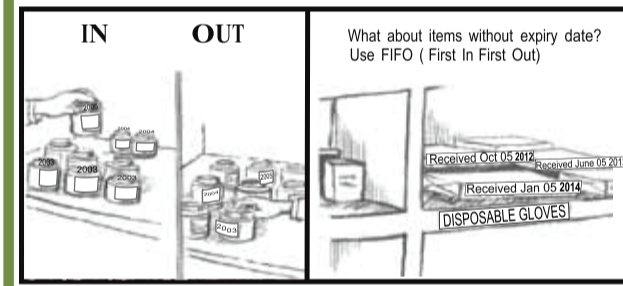
- maintain an updated bin card for every commodity
- place bin card next to the item



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5. Use FEFO for Stock rotation

- place medicines on the shelf according to "First Expiry First Out" principle



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6. Maintain appropriate temperature

- use minimum / maximum thermometer
- maintain a temperature log for fridge and store
- record temperature twice daily (fridge), once daily (room)
- maintain non refrigeratable items at 18-25 C and refrigeratable items at 2-8 C



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7. Control lighting and Ventilation

- minimize direct light exposure on stock
- allow air circulation between stock e.g. fans
- consider use of ventilation equipment e.g. fans



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8. Remove expired or damaged drugs

- do not keep expired / damaged drugs with non-expired stock
- develop a procedure for isolating and disposing unusable stock



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9. Adhere to safety Precautions

- keep functional fire extinguishers within easy reach
- maintain an easily accessible emergency exit
- prohibit smoking in the storage areas
- maintain a first aid kit within easy reach

