



**South Dakota
Board of Pharmacy**

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WHAT: Board Policy Statement # 08-12-12

WHY: POLICY STATEMENT ON STARTER PACKS

INTRODUCTION

The Board of Pharmacy recognizes that “starter packs” of prescription drugs are often needed in rural clinics and hospitals to make medications available to patients in a timely manner. The pharmacy providing the medications retains ownership until dispensed to the patient and therefore is accountable for proper storage and record keeping. There are no specific administrative rules for this situation. However, the Board recommends the following procedures to ensure that this practice protects the health and safety of the patient and does not violate any state or federal regulations. For starter packs to be stored offsite, approval from the Board for the location and medication list must be obtained.

GUIDELINES:

The following procedures are recommended:

1. The medications should be kept in a locked cabinet with access only by licensed health professionals (physicians, PAs, nurses, etc.).
2. Prior to dispensing the medication there must be an order in the patient's record.
3. The dispensing process at the clinic / hospital must be under the direct supervision of the prescriber.
4. If the label is prepared by a nurse, the prescriber must verify the drug and the directions.
5. When possible, the directions for the patient should be preprinted on the label by the pharmacist (i.e., Take ____ tablet(s) ____ times daily; Instill 2 drops in ____ eye twice daily).
6. Each container must have an expiration date.
7. Must follow ARSD 20:51:05:21 for labeling requirements.
8. A written information sheet should be provided to the patient for each prescription dispensed.
9. An inventory list of the medications must be available at the clinic / hospital and at the pharmacy. The list should include the number of packages of each medication, the number of doses in each package, etc.
10. A log sheet for medications stored off site should be maintained to document each time a medication is dispensed from this supply. The log should include: date, patient, medication, and prescriber.
11. For medications stored off-site, the pharmacy must conduct a physical inventory of the medications at least every 90 days to verify accountability, expiration dates, proper storage conditions, etc.

**BOARD APPROVAL/ADOPTION: December 12, 2008
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