**POLICY STATEMENT**

It is the policy of <<*Name of your Hospital*>> to assure quality care by implementing procedures to ensure medications, supplies, and devices are used prior to the manufacturer’s expiration date or more stringent per organizational guidelines.

**INTENT**

This policy delineates the responsibility and procedures for reviewing and discarding outdated pharmaceutical, supplies and devices in patient care or support areas.

# PRACTICE

It shall be the responsibility of every patient care and support area to ensure that dated, non-expired products are available for use.

**PROCEDURES**

1. Every patient care or support area is responsible to conduct regular inspections to ensure removal and facilitate the disposal of expired pharmaceuticals, supplies, and devices.
2. The manager for each department may delegate the responsibility to staff members for the inspections but has the overall responsibility to ensure the inspections are completed. An inspection log may be developed for purposes of the regular inspection and for reporting to the QI Committee.
3. Expired pharmaceuticals, supplies, and devices are to be returned to the Materials Department for proper disposal.