

## **Medication Refrigerator Temperature Log Procedure**

1. Medication that requires refrigeration/ per pharmacy labeling must be kept in a separate locked box in the refrigerator in the health room. Food items should not be placed in the refrigerator.
2. All **School Nurses, Health Support Technicians and/or Designated School Health Personnel** are required to document the temperature everyday on the ***Medication Refrigerator Temperature Log***.
3. The temperature of the refrigerator should be monitored on a daily basis (when school is in session).
4. The ***Medication Refrigerator Temperature Log*** should be adhered to the refrigerator or maintained on a clipboard located in the health room near the area of the refrigerator.
5. The temperature of the medication refrigerator should be maintained between **35°- 46° degrees Fahrenheit**.
6. If the temperature falls **below 35° degrees or above 46° degrees Fahrenheit**, or there is any type of refrigerator malfunction, please notify the principal and document the information on the ***Medication Refrigerator Temperature Log***.
7. If the medication refrigerator is not maintaining the required temperature noted above, the medication must be relocated to another refrigerator and placed in a locked box.
8. It is recommended that a warning sign be placed near the electrical plug stating **“DO NOT UNPLUG REFRIGERATOR”**
9. The completed ***Medication Refrigerator Temperature Log*** must be archived for 5 years at the school location designated by the school principal.