



جامعة جدة  
University of Jeddah  
(059)

إدارة الخدمات الطبية  
Medical Services Administration

رؤية جامعة جدة  
الجامعة السعودية الحديثة  
NEW SAUDI UNIVERSITY VISION

<b>Policy Title:</b> Medication Safety		
<b>Department/Unite:</b> Infection Control Unit.	<b>Policy Number:</b> UOJ-MSA-IC-P/13	<b>Replaces No.:</b>
<b>Creation Date:</b> 10/12/2022	<b>Effective Date:</b>	<b>Review Date:</b>

Revision History			
Subject	Changes made	Done by	Revision date

1. **CONDITIONS:** 1.1 Pharmacy, Internal Medicine , Nursing , Psychiatry , Dental department
2. **PURPOSE:** 2.1 To identify how to handle with antibodies.  
2.2 To identify how to handle with vaccines.
3. **DEFINITIONS:** 3.1 To maintain safety of drug therapy.
4. **Related Documents:** N/A
5. **POLICY:** 5.1 It is the University of Jeddah Medical Center policy to institute an infection control policy to monitor and prevent the dispensing and administration of contaminated medications and to prevent in-house spread of infection and follow the antibiotic policies.
6. **PROCEDURES:** **6.1 Infection Control:**
- 6.1.1 Personal health standards and cleanliness will be maintained
- 6.1.2 Hands will be washed prior to handling all medications and on a regular basis throughout the day.
- 6.1.3 Do not handle open medications, if actively infected.
- 6.1.4 Maintain integrity of sterile pharmaceutical preparations.
- 6.1.5 Participate in the investigation of infected outbreaks, especially where medication is involved.
- 6.1.7 Report all IV reactions to Pharmacy (Adverse Drug Reaction Form).
- 6.1.8 Do not store foodstuffs in Pharmacy.
- 6.1.9 Practice aseptic technique when handling sterile preparations.
- 6.1.10 Maintain reference data on all anti-microbial drugs dispensed (actions, incompatible, deterioration
- 6.1.11 Have method for emergency procurement of vaccines and other biological.
- 6.1.12 Maintain drug records in accordance with Pharmacy and Therapeutics Committee.
- 6.1.13 Consult with the Infection Control Committee.

6.1.14 regarding issues involving antimicrobials/antiserum.

6.1.15 Alert all personnel handling sterile materials to identify products or preparations that are easily contaminated.

6.1.16 Monitor antibiotic usage as to appropriateness.

6.1.17 The antibiotics are not given except by a prescription.

6.1.18 Usage is explained and the side effects to the patients.

### 6.2 Supplies:

6.2.1 Cracked bottles or bottles with broken seals or syringes with expire date of validity will not be used.

6.2.2 Discard all needles and syringes after single use in red plastic containers.

### 6.3 Admixtures:

6.3.1 Sterile technique will be used in the preparation of all IVs.

6.3.2 All personnel involved with IV preparation will be in-services on sterile technique.

### 6.4 Housekeeping:

6.4.1 Pharmacy will be cleaned on a regular basis. Daily upkeep will be the rule.

### 6.5 Engineering:

6.5.1 Proper ventilation and temperatures will be maintained within the Pharmacy.

6.5.2 Maintain cleaning & functioning of the refrigerators.

### 6.6 Non-Intravenous Medications:

6.6.1 Unit-dose packaging will be purchased whenever possible. Items not available in unit dose will be dispensed by the Pharmacy in a limited supply in a sealed plastic bag used solely for this purpose.

6.6.2 Intramuscular medications will be purchased in unit dose packaging. If a multi-dose is used, It will be stored in accordance with Policy and Procedure.

## 7. RESPONSIBILITIES:

7.1 Accountable to the Infection Prevention Control Practitioner/Committee.

8. **Appendix:** N/A

9. **REFERRANCES:** 9.1 Ministry of Health Manual for Infection Control

5497-313-36-Wh1wYqyR6Z66k9yaEP+yIq==6/20/2023 10:03:15 AM

Prepared By:

Page 4 of 5

Enc: المرفقات: Date: التاريخ: Ref: UOJ-MSA-IC-P/13: الرقم

@uofjeddah www.uj.edu.sa +966 12 2334444 identity@uj.edu.sa

المملكة العربية السعودية - وزارة التعليم  
Kingdom of Saudi Arabia - Ministry of Education  
ص.ب 80327 جدة 21589 21589



جامعة جدة  
University of Jeddah  
(059)

إدارة الخدمات الطبية  
Medical Services Administration

رؤية جامعة جدة  
الجامعة السعودية الحديثة  
NEW SAUDI UNIVERSITY VISION

**Name:** Mr. Nawaf A. Alzahrani

**Position:** Supervisor, Infection Control Unit

**Date:** 10/12/2022

**Signature:** 

**Reviewed By:**

**Name:** Dr. Eman Balbaid

**Position:** Supervisor, General Clinics

**Date:**

**Signature:** 

**Recommended By:**

**Name:** Mrs. Ahlam Alrefai

**Position:** Supervisor, Quality&Patient Safety Unit

**Date:**

**Signature:** 

**Approved By:**

**Name:** Dr. Mansour Tobaigy

**Position:** Supervisor, Medical Services Administration

**Date:**

**Signature:** 

Page 5 of 5

Enc: المرفقات: Date: التاريخ: Ref: UOJ-MSA-IC-P/13: الرقم

@uofjeddah www.uj.edu.sa +966 12 2334444 identity@uj.edu.sa

المملكة العربية السعودية - وزارة التعليم  
Kingdom of Saudi Arabia - Ministry of Education  
ص.ب. 80327 جدة 21589 80327 جدة 21589