



Document Title:	Policy on the Expiry Date of Drugs and Medical Products		
Document Ref. Number:	PPR/HCP/P0003/07	Version	0.9
Approval Date:	October 2007	Effective Date:	October 2007
Last Reviewed:	June 2012	Next Review:	December 2013
Revision History	N / A		
Document Owner:	Drugs and Medical Products Regulation Section/Health Regulation Division		
Applies to:	Healthcare Facilities and Professionals Licensed by HAAD in the Emirate of Abu Dhabi		
Classification:	● Public		

1. PURPOSE

The aim of this policy is to mandate the requirement and specifications for identifying, tracking and checking expiry dates of drugs and medical products in pharmacies and pharmacy stores.

2. POLICY STATEMENT

All Healthcare Facilities (HCF's) must comply with the requirements and specifications of this Policy for the identification and checking of expiry dates of drugs and medical products in their pharmacies and pharmacy stores, as follows:

- 2.1. The expiry date of the product may be written as: dd/mm/yy or mm/yy. Where the expiry date is written as: dd/mm/yy: then the product is considered expired on that specified date. Where the expiry date is written as: mm/yy: the product shall be deemed expired on the last day of the specified month;
- 2.2. All products must be stored as specified by the manufacturer to maintain stability of the products which may be affected by environmental conditions (Good Storage Practices to be followed, Reference: WHO Guidelines);
- 2.3. For open medicine containers, the expiry dates must be identified in accordance with the table "expiry of open medicine containers in patient care area" provided at Appendix 1 to this Standard, or where available as per the manufacturer date, whichever is less;
- 2.4. Any product with unknown expiry date must be treated as expired product and disposed.

3. SCOPE

This policy applies to all HAAD licensed healthcare facilities providing in- and out-patient pharmacies (inclusive of community pharmacies) and drug and medical products stores and warehouses and drug and medical products agents, and HAAD licensed healthcare professionals.

4. RESPONSIBILITY

It is the responsibility of the management of the healthcare facility, pharmacy, store and warehouses, and agents to ensure compliance with this policy and implement its requirements. All staff employed by the facility or pharmacy service provider and responsible for handling and managing drugs and medical products must comply with the requirements of this policy.

5. PROCEDURE

- 5.1 On receiving any new batch of drugs and medical products, the staff involved must check the expiry date on the outer package of the product;
- 5.2 All staff dealing with drugs and medical products must check the expiry date of the product prior to dispensing or using it;
- 5.3 The expiry date on the product must be visible and clear; products that do not have visible expiry date must not be stocked, used and/or dispensed by the provider;
- 5.4 The products in all areas of healthcare facilities must be stored under the conditions specified by the manufacturer, in accordance with the HAAD Standard for Safe Vaccine Handling and Cold Chain maintenance in the Emirate of Abu Dhabi, where applicable, and with reference to WHO guidelines on Good Storage Practice;
- 5.5 The responsible professional must check the expiry date of the products on regular basis according to their approved facility procedure; the products with near expiry date must be flagged and identified properly;
- 5.6 In outpatients clinics, pharmacists are encouraged to dispense medicines with at least two months validity until the expiry date (example: if the medicine expires at 10/07, the pharmacist may dispense the medicine to the outpatients till the end of 08/07, after this date, the medicine ought not be dispensed to outpatients). If there is no alternative, the pharmacists must clearly label the medicine and inform the patient of the expiry date;
- 5.7 If a drug is dispensed from bulk pack, the expiry date of the product must be written on the label in addition to the name of the drug and its lot number;
- 5.8 For formulated drugs prepared in the pharmacy, the expiry date must be determined as recommended by the reference used for the particular formulation;
- 5.9 All expired drugs and medical products must be collected, labeled clearly as expired items and kept in a separate place for proper disposal.