



DH/701/2001
Our Ref.DH Circular No. 68/2001
Your Ref.

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To all Managing Pharmacists

Recommendations for Good Pharmacy Practice

The following recommendations are being referred for your attention, so that any non-compliance with any of these points should be addressed immediately.

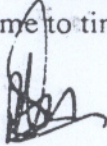
1. All pharmaceutical products should be maintained within acceptable temperature limits in order to ensure that all products are stored under the appropriate conditions established by the manufacturer at all times, so that they would not be adversely affected.

Temperature control should be adequate to maintain all parts of the pharmacy and the relevant storage areas within the specified temperature range.

It must also be ensured that the refrigerator used for storing pharmaceuticals should be kept at a set temperature of 2-8° C at all times. This refrigerator should be kept clean and should not contain any unrelated items such as blood samples and/or any other samples used for diagnosis and/or any other tests; food and drinks.

2. All pharmaceuticals, sterile surgical dressings and syringes should be kept in their original container and/or packaging as supplied from the manufacturer. This also applies to the outer packaging.
3. Expiry dates should not be tampered with and/or erased from any pharmaceutical container and/or packaging. There should be no handwritten labels (except for extemporaneous products or for dispensing). Also there should not be any containers of pharmaceuticals which do not have any labelling. Reconstituted products should bear the new expiry date.
4. Pharmaceuticals which lack an expiry date and only contain the batch number should not be dispensed.

5. A weighing balance, a measuring cylinder/s, a spatula and glass slab, and any other utensils which are deemed necessary for good pharmacy practice should be available in each pharmacy.
6. Expired medicines should not be left with items intended for sale. There should be a system to ensure stock rotation ('first in first out') with regular and frequent checks that the system is operating correctly. Products beyond their expiry date or shelf-life should be separated from usable stock and neither sold nor supplied.
7. All the registers should be kept up-to-date and all green prescriptions signed by the managing pharmacist.
8. No pharmaceuticals and/or food items stocked in pharmacies should lie directly on the floor.
9. Any extemporaneous products should be labelled and given an expiry date. Also raw materials used for preparing extemporaneous preparations should bear an expiry date. The containers used for such products should be suitable for this purpose. No overlabelling of containers is permissible.
10. Medicinal samples should not be sold to the public and if kept on the premises they should be stored separately.
11. All relevant records/documents which may be requested by the authorities from time to time should be readily available.



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