



Accepting and Handling Medicine Supplies & Donations; Guidelines for Relief Operations

The natural calamities as floods or earthquake etc. bring major disruption in the life and health of the people affected. To respond to the situation, several teams of professionals and volunteers start mobilizing resources to rescue the affected population, and medicines supplies constitute a big proportion of these resources. Their timely availability of medicines will save many lives on one side, on the other side their mismanagement, wastage, damage and expiry will lead to substantial loss to both the donors as well as the to the population it was intended for.

Hence these guidelines will help all those organizations which are collecting, storing and distributing medicine supplies for medical camps and relief operations.

Core principles for medicine donations (Based on WHO guidelines):

1. Donations of medicines should benefit the recipient to the maximum extent possible. All donations should be based on an expressed need. Unsolicited medicine donations are to be discouraged.
2. Donations should be given in conformity with the government policies and administrative arrangements of the recipient
3. There should be no double standard in the quality. If the quality of an item is unacceptable for the donor, it is also unacceptable as a donation.

Guidelines for accepting the medicine donations:

- **Applicable to:** NGOs, welfare organizations, healthcare facilities, donor agencies, medical or relief camps etc.
1. The selection of medicines to be donated must be based on a sound analysis of needs. Distribution must fit with existing policies and administrative systems. E.g. do not accept an injectable medicine if the relief facility does not have a mechanism or staff to administer parenteral drugs
See annexure 1 and 2 for sample medicine lists (refer to these lists in order to avoid unnecessary medicine stocking or wastage)
 2. Those who are receiving the stocks, must check the shelf life (expiry) of the product.
 3. It is advisable to receive the stock of more than a year shelf life.
 4. Do not accept stocks in which lot # and expiry date are not visible, damaged or mutilated
 5. Do not accept the products if the packaging is damaged, seal is broken or if the product name and strength are not identifiable due to any reason
 6. Items requiring cold chain maintenance to be accepted only if the adequate storage and transport system exists from the donor site till the relief camp.
 7. All cold chain items must be stored at 2-8°C with proper power backup and daily temperature monitoring and documentation. Do not use the cold chain medicines if they have a substantial exposure to high or freezing temperatures.



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8. All medicine donations must be properly recorded as incoming and outgoing (dispensed) stocks (in manual or computerized record form) – **see annexure 3 for sample issuance and receiving record for medicines**
9. Consumption patterns must be monitored in order to ensure the timely restocking of the products.
10. All dead (non-moving) stock items must be returned to the donor agency well before expiry date, in order to reduce the wastage.
11. Medicines must be stocked following FEFO rule (First Expire – First Out) and medicine expiry is monitored on regular basis (at least monthly)
12. All inventory management and dispensing process must be carried out under supervision of a qualified person i.e. a pharmacist
13. The area where the medicines are stored must be neat, clean and clutter free.
14. Medicines should be accessible to authorized persons only and must be prevented from theft and damage.
15. Safeguard medicines from excessive heat, direct sunlight and moisture. Cartons must not be placed as directly touching the floor.
16. Pest control should be ensured to avoid damage and medicines wastage

References:

<http://www.emro.who.int/eha/donors-funding/who-guidelines-for-donations-of-medicines.html>

Annexure 1

Basic/First Aid Supplies (*Sample List*)

☛ For relief camps, shelters and mobile teams of paramedics etc.

<p>Anti-Infectives (oral):</p> <ol style="list-style-type: none"> 1. Ciprofloxacin tabs and suspension (GI/UTI/SSTIs) 2. Doxycycline caps (GI; cholera, SSTI) 3. Cefixime caps, suspension (Dysentery) 4. Cephradine caps and suspension (SSTIs) 5. Metronidazole tabs and suspension (GI) 6. Amoxicillin (caps and syp) (URTIs and LRTIs) 	<p>Cough/cold preps:</p> <ol style="list-style-type: none"> 1. Cough syrup (Dry cough) 2. Cough syrup (productive cough) 3. Anti-allergic tabs and syrup (e.g. Cetrizine or Loratidine)
<p>Pain/Colic, Fever management (oral):</p> <ol style="list-style-type: none"> 1. Paracetamol tabs, suspension and drops 2. Ibuprofen tabs and suspension 3. Hyoscine butylbromide tablets 4. Cool gel packs for fever 	<p>Constipation reliever: Lactulose syrup</p>
<p>Antacids:</p> <ol style="list-style-type: none"> 1. Antacid syrup, tabs or sachets 2. Omeprazole cap, sachet 	<p>Pregnancy / Female care</p> <ol style="list-style-type: none"> 1. Iron (ferrous sulfate) tabs 2. Folic acid tabs 3. Calcium/vit D tabs 4. Multivitamin tabs/syrup 5. Female sanitary pads
<p>Vomiting/nausea (Oral):</p> <ol style="list-style-type: none"> 3. Metoclopramide tabs and syrup 4. Ondansetron tabs and syrup 	<p>Wound dressing</p> <ol style="list-style-type: none"> 1. Bandage roll 2. Gauze pieces 3. Cotton roll 4. Band aids (Saniplast) 5. Gloves 6. Alcohol Wipes 7. Surgical tape
<p>Antidiarrheal (oral):</p> <ol style="list-style-type: none"> 1. Loperamide capsules 2. Attapulgit tabs 3. ORS (sachet or liquid) 4. Zinc sulfate solution 	<p>Antiseptic for wound cleaning/dressing:</p> <ol style="list-style-type: none"> 1. Povidone-iodine solution 60ml 2. Hydrogen peroxide solution
<p>Topical Eye</p> <ol style="list-style-type: none"> 1. Antibiotic eye ointment (e.g. Polyfax) 2. Gentamicin eye drops 3. Anti allergic eye drops <p>Topical skin</p> <ol style="list-style-type: none"> 1. Antibiotic skin ointment (e.g. Polyfax) 2. Antifungal (ketoconazole or clotrimazole) cream 3. Permethrin cream/lotion (scabicide) 4. Hydrocortisone cream <p>Topical Ear</p> <ol style="list-style-type: none"> 1. Drops for ear pain (e.g. Lidospirin) 2. Gentamicin ear drops 	<p>Miscellaneous items</p> <ol style="list-style-type: none"> 1. Mosquito repellent lotion 2. Water purification tablets 3. Thermometer 4. Torch 5. Pair of scissors

Annexure 2

Medicine Supplies for healthcare units (*Sample List*)

☛ For healthcare units, clinics and treatment centers etc.

<p>Anti-Infectives (oral):</p> <ol style="list-style-type: none"> 1. Ciprofloxacin tabs, suspension and infusion (GI/UTI/SSTIs) 2. Doxycycline caps (GI; cholera) 3. Cephadrine caps and suspension (SSTIs) 4. Metronidazole tabs, suspension and infusion (GI) 5. Chloroquine tabs, syrup (malaria) 6. Artemether + Lumefantrine tabs, syrup 7. Artesunate injection (malaria) 8. Ceftriaxone inj. (IV) 	<p>Topical Eye</p> <ol style="list-style-type: none"> 1. Antibiotic eye ointment (e.g. Polyfax) 2. Gentamicin eye drops <p>Topical skin</p> <ol style="list-style-type: none"> 1. Antibiotic skin ointment (e.g. Polyfax) 2. Antifungal (ketoconazole or clotrimazole) cream 3. Permethrin cream/lotion (scabicial) 4. Hydrocortisone cream <p>Topical Ear</p> <ol style="list-style-type: none"> 1. Drops for ear pain (e.g. Lidospurin) 2. Gentamicin ear drops
<p>Pain/Colic, Fever management:</p> <ol style="list-style-type: none"> 1. Paracetamol tabs, suspension and drops 2. Paracetamol injection 3. Ibuprofen tabs and suspension 4. Hyoscine butylbromide tablets 5. Drotaverine injection 6. Cool gel packs for fever 7. Baby colic drops / gripe water 	<p>Vaccines/anti-sera:</p> <ol style="list-style-type: none"> 1. Tetanus toxoid 2. Anti Snake venom 3. Anti Rabies vaccine
<p>IV fluids:</p> <ol style="list-style-type: none"> 1. Normal saline 500ml 2. Normal saline 25ml 3. Ringer lactate 500ml 4. Dextrose 5% 500 ml 5. Dextrose 25% 25ml 	<p>Pregnancy care</p> <ol style="list-style-type: none"> 1. Iron (ferrous sulfate) tabs 2. Folic acid tabs 3. Calcium/vit D tabs 4. Multivitamin tabs/syrup
<p>Vomiting/nausea (Oral):</p> <ol style="list-style-type: none"> 1. Metoclopramide tabs and syrup 2. Ondansetron tabs and syrup 3. Dimenhydrinate injection 	<p>Wound dressing</p> <ol style="list-style-type: none"> 1. Bandage roll 2. Gauze pieces 3. Cotton roll 4. Band aids (Saniplast) 5. Gloves 6. Alcohol Wipes 7. Pair of scissors <p>Surgical Supplies:</p> <ol style="list-style-type: none"> 1. Cannula 2. Syringes 3. IV sets 4. Surgical tape <p>Antiseptic for wound cleaning/dressing:</p>
<p>Cough/cold preps & respiratory meds:</p> <ol style="list-style-type: none"> 1. Cough syrup (Dry cough) 2. Cough syrup (productive cough) 3. Anti-allergic tabs and syrup (e.g. Cetirizine or Loratidine) 4. Pheniramine Inj. 5. Dexamethasone inj. 6. Prednisolone tabs 7. Salbutamol nebulizer 	
<p>Antidiarrheal (oral):</p> <ol style="list-style-type: none"> 1. Loperamide capsules 2. Attapulgate tabs 3. ORS (sachet or liquid) 	



<p>4. Zinc sulfate solution</p> <p>Antacids:</p> <ol style="list-style-type: none"> 1. Antacid syrup, tabs or sachets 2. Omeprazole cap, sachet 	<ol style="list-style-type: none"> 1. Povidone-iodine solution 60ml 2. Hydrogen peroxide solution <p>Miscellaneous items</p> <ol style="list-style-type: none"> 1. Mosquito repellent lotion 2. Water purification tablets 3. Female sanitary napkins 4. Thermometer 5. Torch 6. BP apparatus 7. Tongue depressor
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Annexure 3

Medicines Receiving Record for Relief Sites

S#	Product Name	Strength	Expiry date	Lot #	Quantity received	Received by	Date of receiving

Medicines Issuance Record for Relief Sites

S#	Product Name	Strength	Quantity issued	Patient name	Issued by	Date of issuing