

PHARMACY VOLUNTEERS

For Flood Relief Camps & Donation Sites



Pakistan Needs You

Possessed with sound knowledge about medicines, pharmacy volunteers i.e. **pharmacists, pharmacy technicians and final-year pharmacy students** can positively contribute to the relief operations, donation sites and medical camps.

S#	Checklist of tasks – Medicines Storage Area
1	Meet the camp/relief site leader and introduce yourself
2	Show your willingness to volunteer and assist in medicine use and management. Share your work time and availability days
3	With the camp leader's approval take a round of space/area where medicines and surgical are stocked
4	List down the available drugs and surgical supplies at a given site according to their generic name, strength, dosage form, lot # and expiry date (use brand names for reference only). <ul style="list-style-type: none">◆ Use an Excel sheet on computer or◆ Manual register
5	Periodically update the record (daily or weekly depending on the incoming and outgoing donations/supplies)
6	Arrange the stocks generic name wise Keep oral, injectable, topical meds separate from each other Mark name of generic on each carton segregated for use
7	Arrange the stock as per FEFO (first expire – first out)
8	Segregate the medicines that are about to expire (or are expired). Quarantine the expired ones Dispose-off the expired medicines properly (by crushing and making them unfit for use before putting them in city garbage or incinerate them if possible)
9	Periodically Inspect stock and check that no medicine is broken or damaged
10	Medicines should be properly and protected from direct sunlight, heat or moisture
11	Medicines are secure and safe from pilferage or wastage



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