

## Patient Medication Storage

### Student & UHS Responsibilities

UHS will provide limited medication storage for current UW Madison students. UHS will only provide storage for specialty injectable prescription medications.

#### Student Responsibilities:

1. Students must complete and sign the Student Medication Waiver and Release Agreement each year.
2. Students will deliver and pick-up all medications in person directly to the UHS Clinic during posted business hours. No mail deliveries or third party drop-offs or pick-ups will be accepted.
3. All medications must be in the original prescription bottle/container with the label intact.
4. Tracking and maintaining an adequate stock of medication which includes knowing when the medication will run out, getting any new prescription orders, picking up the medication from the pharmacy and delivering the medication to UHS.
5. Self-administration of medications is preferred. If student is unable to self-administer, they may make an appointment in the immunization clinic to receive the medication.

#### UHS Clinic Responsibilities:

1. Ensure the Student Medication Waiver and Release Agreement is signed each year and prior to accepting any medications for storage.
2. Ensure that only authorized staff accept medication inventory. Specific employee(s) will be designated to accept, verify quantity delivered by student, dispense and record dispensation of medications. It is also the responsibility of the authorized staff member who receives medication to properly store medication in the secure areas designated by UHS.
3. Maintaining appropriate storage conditions based on the type of medication. Both controlled room temperature storage and refrigerator storage will be available.
4. Designated staff will record all accepted and dispensed quantities utilizing the PnC inventory module.
5. Through the immunization clinic, provide education for self-administration of medications.
6. Notify student if medication expires and request student pick-up of any expired medications.
7. Discard of any medications that have not had inventory status changes within the last 6 months.