

Document Type: Policy	Ref No: HRS/HPSD/MDWM/1/2019	Version Number: 1
Document Title: Medications Disposal and Waste Management	Effective Date: 12/06/2019	Revision Date: 12/06/2022
Ownership: Clinical Audit and Control Department		
Applicability: DHA licensed Pharmacies or Health Facilities providing pharmaceutical services and subject to licensure under the Dubai Health Authority establishment law, which includes General or Specialized Hospitals, Day Surgical Centres (DSC), Fertility Centres, and Outpatient facilities.		
<p>1. Purpose:</p> <p>1.1. To align with the Dubai Health Authority (DHA) vision, mission and strategic objective, to direct resources to ensure healthy and safe environment for Dubai population.</p> <p>1.2. To implement best practices, to improve efficacy, proper utilization and patient safety in regard to medicines and chemicals within all pharmacies in Dubai.</p> <p>1.3. To mandate the requirement and specifications for identifying, tracking, checking and inspecting Expiry dates of drugs and medical products to ensure the safety and competent delivery of pharmaceutical services.</p> <p>2. Scope:</p> <p>2.1. Licensed health facilities under the jurisdiction of DHA.</p> <p>3. Definitions/Abbreviations:</p> <p>Controlled Drug is a medicine that having a significant potential for abuse, addiction and/or could be diverted for illegal use, This group includes the medical and pharmaceuticals products that contain any of the active ingredients listed in International Narcotics Control Board (INCB) schedules Nos. (1, 2, 3, 4) contained within the convention of the United Nations for psychotropic substances for the year 1971 and Schedules mentioned in the Federal Law No. 14 of 1995 in respect of combating the Narcotic drugs and</p>		

Psychotropic substances and its amendments according to the afore mentioned Cabinet Decree No. (38) Of 2015.

Expiration date/ Expiry date Reflects the shelf life of a commercially manufactured product when stored according to the competent authorized entity approved labelling, in its original container. It is the date before which the quality of a medicine remains acceptable for intended use.

Health Facility Any facility, owned and managed by natural or corporate body, provides medical services for individuals, including preventive, therapeutic and convalescent care services

Licensed pharmacist any person licensed to practice the pharmacy profession according to the provision of the local and federal laws in UAE

Medicine/medication/pharmaceutical drug Any formula that contains one or more element for the treatment or protection of human beings and animals.

Narcotic Drug This group includes all the medical and pharmaceutical products that contain any of the active ingredients listed in International Narcotics Control Board (INCB) schedules Nos. (1,2,3,4) in accordance with the Single Convention on Narcotic Drugs of 1961 and as amended in the protocol of 1972 ,and Schedules mentioned in the Federal Law No. 14 of 1995 in respect of combating Narcotic drugs and Psychotropic substances and its amendments according to the Cabinet Decree No. (38) Of 2015.

Pharmacist in-charge is a qualified and trained DHA licensed pharmacist or clinical pharmacist assigned by the health facility. The pharmacist in-charge is the responsible and accountable person for all pharmaceutical practices in the pharmacy.

Pharmacy the facility where the profession of preparing, preserving, compounding, and dispensing medications is practice.

Semi Controlled Drugs: not listed within the schedules attached to the Federal law No. 14 of 1995 in respect of combating of drugs and psychotropic substances and its amendments. Drugs not listed within the schedules attached to international conventions of the International Narcotics Control Board (INCB) and Drugs that have been classified by the drug registration committee of MOHAP as semi controlled drugs (SCD) as they contain the following; Medications that have medical benefits, but with long term use in high doses or use with other substances that might lead to habituation and addiction and substances that have potential serious side effects and may affect the safety of the adult, children, fetuses or may lead to abortion.

CD	Controlled Drugs
DCS	Drug Control Section
DHA	Dubai Health Authority
DM	Dubai Municipality
FDA	Food and Drug Administration
HRD	Health Regulatory Department
MOHAP	Ministry of Health and Prevention
MPC	Medical Practice Committee
SCD	Semi-Controlled Drugs

4. Policy Statement:

4.1. All DHA licensed health facilities should have a certificate of disposal from a contracted medical waste management company approved by Dubai Municipality (DM) to confirm safety shelf life and validity of the medications.

- 4.2. All health facilities providing pharmaceutical services must comply with the manufacturer specifications and guidelines for the management, storage and use of medications and check for expired medication on a monthly basis.
- 4.3. Health facilities must ensure that all expired, damaged, returned or withdrawn medications are kept in designated cabinets/areas, clearly labeled and separated from the active stock.
- 4.4. Health facilities must put in place a Medications Disposal and Waste Management plan approved by the pharmacist in charge /Pharmacy Manager.
- 4.5. All expired/unusable and damaged medications shall be returned to the distributing drug stores from which they were purchased, and to obtain credit note for evidence, except for Narcotics.
- 4.6. All expired/unusable Narcotic medications shall be returned to the Ministry of Health and Prevention (MOHAP) Central Drug Stores.
- 4.7. Any expired medications that cannot be repossessed by the drug store shall be discarded by the health facility as medical waste.
- 4.8. Health facilities are permitted to dispose drugs through DM or a medical waste management contractor approved by DM after obtaining DHA approval.
- 4.9. Health facilities must have in place an agreement with the nominated entity for disposal of medical waste which approved by DM.
- 4.10. The facility can dispose the expired CD/SCD medications with a minimum of Ten (10) different types of medications, if applicable.
- 4.11. All health facilities are entitled to apply for “Medication Disposal Request Form” (**Appendix 1**).
- 4.12. Health facilities must complete the application form for the disposal of medication and submit the application electronically through the approved official methods.

- 4.13. Upon receiving completed form, inspection team from Drug Control Section (DCS) shall visit the health facility within 5 working days , audit drugs to be disposed and make sure that both parties sign the Medications Disposal Request Form and to be stamped by the facility's stamp.
- 4.14. All such transactions related to the disposal shall be documented by the DHA inspection team in the corresponding CD/SCD registers.
- 4.15. Any CD/SCD drug discrepancies during DHA inspection team audit will be considered as a violation and shall be reported to Medical Practice Committee (MPC) for further action.
- 4.16. Disposal reports and Certificate of Disposal Shall be sent to DCS for documentation and future references.
- 4.17. All facilities must ensure to dispose all the expired, damaged or withdrawn medications which have been audited by DCS team within one month of the inspection visit.

5. References

- 5.1. Cabinet Decision No. (21) Of 2019, on amendment of some tables attached to Federal Law No. (14) Of 1995 on the combat of narcotic drugs and psychotropic substances.
- 5.2. Dubai Health Authority (2013). Dubai Community Pharmacy Licensure and Pharmaceutical Practices Guide Dubai Health Authority. Available on:
<https://www.dha.gov.ae/Documents/Regulations/Dubai%20Community%20Pharmacy%20Licensure%20and%20Pharmaceutical%20Practices%20Guide.pdf> (Accessed 28/06/2019).
- 5.3. Dubai Health Authority (2018). DHA Law No. (6) Of 2018.
- 5.4. Federal Law No. (4) Of 1983, Concerning Pharmaceutical Profession and Establishments.
- 5.5. Ministerial Decree No. (888) Of 2016, In respect of Rules and Regulations for Prescribing and Dispensing of Narcotic, Controlled and Semi Controlled Drugs.

6. Appendix

6.1. Appendix 1 - Medication Disposal Request Form

طلب إتلاف أدوية
DHA-MDR- [] - 0000 Medications Disposal Request Form

Time: [] : [] : []	الوقت:	Date: [] / [] / []	التاريخ:
Facility name: []		اسم المنشأة:	
Pharmacist in-charge name: []		اسم الصيدلي المسؤول:	
Pharmacist in-charge license No: []		رقم ترخيص الصيدلي المسؤول:	
Facility license No: []	رقم ترخيص المنشأة:	Telephone: []	الهاتف:
Fax: []	الفاكس:	Email: []	البريد الإلكتروني:

Below medications will be disposed for the following reason(s)		سبب إتلاف أصناف الأدوية المذكورة أعلاه وذلك للأسباب الآتية	
Governmental medications أدوية حكومية	<input type="checkbox"/>	Non registered in MOH غير مسجلة بوزارة الصحة	<input type="checkbox"/>
Expired medication تاريخ الصلاحية	<input type="checkbox"/>	Free samples for sale عينات مجانية معدة للبيع	<input type="checkbox"/>
Broken مكسورة	<input type="checkbox"/>	Stored outside refrigerator محفوظة خارج الثلاجة	<input type="checkbox"/>
Prohibited to be traded in UAE ممنوع تداولها بالدولة	<input type="checkbox"/>	Physically changed يوجد تغيرات فيزيائية	<input type="checkbox"/>
Other reasons أسباب أخرى	<input type="checkbox"/>	Not compatible with MOH price list غير مطابقة لتسعيرة وزارة الصحة	<input type="checkbox"/>

Notes: [] ملاحظات:

اسم المنتج Product name	التركيز Concentration	الشكل الصيدلاني Dosage form	الكمية Quantity	رقم التشغيل Batch number	تاريخ انتهاء الصلاحية Expiry date
1					DD/MM/YYYY
2					DD/MM/YYYY
3					DD/MM/YYYY
4					DD/MM/YYYY
5					DD/MM/YYYY
6					DD/MM/YYYY
7					DD/MM/YYYY
8					DD/MM/YYYY
9					DD/MM/YYYY
10					DD/MM/YYYY

رئيس قسم الرقابة الدوائية
Head of Drug Control

[]

المفتش الصحي
Health Inspector

[]

الصيدلي المسؤول/المدير الطبي
Pharmacist in-charge/Medical Director

[]

kindly note that the disposal of expired CD/SCD medications should be done with a minimum quantity of ten items (ten different types of medications) unless the available types are less than that.

I hereby the undersigned testify that the information mentioned above is correct

أقر أنا الموقع أدناه بصحة ما ورد بالطلب

Pharmacist signature and providing facility stamp

توقيع الصيدلي وختم المنشأة المزودة

Pharmacist signature and receiving facility stamp

توقيع الصيدلي وختم المنشأة المستلمة

للاستعمال الإداري

For Admin use

Health inspector finding :

ملاحظات المفتش الصحي:

Two horizontal blue bars with dashed lines below them, intended for the health inspector's findings.

Signature:

التوقيع:

Head of Section Approval:

اعتماد رئيس القسم :

Two horizontal blue bars with dashed lines below them, intended for the head of section approval.

Signature:

التوقيع:

Note: The receiving pharmacy should have DHA registers for CD&SCD, if not should apply for it.