

<ul style="list-style-type: none"> Electronic copy is controlled under document control procedure. Hard copy is un-controlled & under responsibility of beholder. It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable. Information security code: <input checked="" type="checkbox"/> Open <input type="checkbox"/> Shared -Confidential <input type="checkbox"/> Shared-Sensitive <input type="checkbox"/> Shared-Secret 	<ul style="list-style-type: none"> النسخة الإلكترونية هي النسخة المضبوطة وفق إجراء ضبط الوثائق. النسخ الورقية غير مضبوطة وتقع على مسؤولية حاملها. يسمح بالوصول وباحتفاظ بهذه الوثيقة مع مصدرها أو مع المسؤول عن تطبيقها أو مع المطبق عليهم. تصنيف امن المعلومات: <input checked="" type="checkbox"/> بيانات مفتوحة <input type="checkbox"/> مشارك -خاص <input type="checkbox"/> مشارك -حساس <input type="checkbox"/> مشارك -سري
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Document Type: Policy	Ref No: HRS/HPSD/MDWM/2/2021	Version Number: 2
Document Title: Medications Disposal and Waste Management	Issue Date: 01-09-2021	Effective Date: 01-09-2021

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.

1. Purpose:

- 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.
- 1.2. To implement best practices, to improve efficacy, proper utilization and patient safety in regard to medicines, medical products and chemicals within all pharmacies in the Emirate of Dubai.
- 1.3. To mandate the requirement and specifications for identifying, tracking, checking and inspecting Expiry dates of drugs and medical products and chemicals to ensure the safety and competent delivery of pharmaceutical services.

2. Scope:

- 2.1. Medications Disposal and Waste Management process in health facilities/pharmaceutical facilities.

3. Definitions and Abbreviations:

Controlled Drug: is a medical and pharmaceutical product that contain any of the active substances in accordance with Federal Law No. (14) of 1995 in respect of of combating Narcotics and psychotropic substances and its amendments, and the lists of the International Narcotics Control Board (INCB) No.

(1,2,3,4) contained in the United Nations Convention of 1971, which have a significant potential for abuse, addiction and/or illegal use.

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

Health Facility: Place permitted to provide health examinations for patients and help for diagnosis, treatment , nursing or admission for cure and recovery or any other related medical procedures relating to treatment or rehabilitation post treatment.

Narcotic Drugs: Every natural or synthetic substance that includes group of medical and pharmaceutical products that contain any of the active substances 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.

Pharmaceutical product: A medical product manufactured in a specific pharmaceutical form and has specific uses in humans or animals.

Pharmacy: A facility licensed to store, prepare, compound, dispense, display or sell medicinal products to the public directly, through a fixed or mobile facility, permanent or temporary.

Pharmacist: A person who holds a scientific qualification not less than a bachelor's degree in pharmacy or its equivalent from a higher institute, college or university recognized in the country, and who is licensed to practice the profession of pharmacy in the country in accordance with the provisions of Federal Law no. (8) of (2019) Concerning Medical products, Pharmacy profession and Pharmacies and its executive regulations.

Pharmacist in-charge: is the pharmacist licensed by DHA on a licensed pharmaceutical facility, and is responsible for implementing the provisions of Federal Law no. (8) of (2019) Concerning Medical products, Pharmacy profession and Pharmacies and its executive regulations within the scope of the tasks assigned to him.

Register: is a book issued from the concerned Health Authority (DHA or Ministry of Health and Prevention (MOHAP)) used by an authorized Healthcare Professionals at health facilities to record the transactions of Narcotics, CD and SCD medications within the pharmacy and inpatient units.

Semi Controlled Drugs: is a medical and pharmaceutical products 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 and not listed within the schedules attached to international conventions of the International Narcotics Control Board (INCB), and has medical benefits, but with long term use in high doses or use with other substances that might lead to habituation and addiction.

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 Pharmaceutical Waste Collection Certificate from contracted medical waste management company approved by Dubai Municipality (DM) to confirm that medications are disposed safely.
- 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, recalled 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. 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 (as applicable).
- 4.6. All expired/unused Narcotic drugs shall be subject to DHA Narcotic Disposal request approval (**Appendix 1**) and subsequently returned to the MOHAP Central Medical 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 written approval.
- 4.9. Health facilities must have in place an agreement/contract with the nominated entity for disposal of medical waste which approved by DM.

- 4.10. The health facility can dispose of expired CD/SCD medications at the end of each quarter in accordance with the provisions of the applicable legislation and the regulations approved by DHA and the competent authorities in the Emirate of Dubai.
- 4.11. All health facilities are entitled to apply for “Medication Disposal Request Form” (**Appendix 2**).
- 4.12. Health facilities must complete the application form for the disposal of medication and submit the application electronically through Drug control section (DCS) official e-mail: DrugControl@dha.gov.ae.
- 4.13. Upon receiving completed form, inspection team from DCS shall visit the health facility within five (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 CD/SCD disposal transactions 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. Once receiving the approval from the DCS to proceed with the disposal process, a Pharmaceutical Waste Collection Certificate soft copy should be sent through an e-mail to DCS at: DrugControl@dha.gov.ae for documentation and future references within thirty (30) days.
- 4.17. All facilities must ensure to dispose all the expired, damaged or recalled 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 (2021). Pharmacy Guideline ([Linked](#)).
- 5.3. Dubai Health Authority (2018). DHA Law No. (6) Of 2018.
- 5.4. Federal Law no. (8) of (2019). Concerning Medical products, Pharmacy profession and Pharmacies.
- 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 – Narcotic Disposal Request Approval

Ref: HRS/DC/NRD/ 2021 / 0000

التاريخ: 2021 / /

السادة / إدارة الدواء

وزارة الصحة ووقاية المجتمع

تحية طيبة وبعد،

طلب التخلص من الأدوية المخدرة
اسم المنشأة /
رقم التسجيل لدى هيئة الصحة بدبي:
رقم الرخصة التجارية:
يرجى العلم بان المنشأة المذكورة أعلاه، مرخصة ك
المخدرة المدونة أدناه وذلك لسبب
وهي تحت إشراف
، وترغب بالتخلص من الأدوية
والذي يحمل ترخيص رقم

SN	Drug	Strength	Pharmaceutical form	Quantity	Supplier	Expiry Date
1						
2						
3						
4						
5						
6						

- ملاحظة: تعتبر هذه الموافقة لافية بعد مرور ثلاثين يوما على إصدارها
- إذا رغبتكم في أي استفسارات أو معلومات إضافية، يرجى التواصل مع قسم الرقابة الدوائية عبر البريد الإلكتروني DrugControl@dha.gov.ae
شاكركم لكم تعاونكم الدائم،

رئيس قسم الرقابة الدوائية

إدارة التدقيق والرقابة الصحية

قطاع التنظيم الصحي

6.2. Appendix 2 - Medication Disposal Request Form

حكومة دبي
GOVERNMENT OF DUBAI

هيئة الصحة بدبي
DUBAI HEALTH AUTHORITY

طلب إتلاف أدوية
Medications Disposal Form

DHA-MDR-2020

التاريخ: 05 NOV 2020 الوقت: 12 : 25 PM

اسم المنشأة: Facility name:

اسم الصيدلي المسؤول: Pharmacist in-charge name:

رقم ترخيص الصيدلي المسؤول: Pharmacist in-charge license No:

التهاتف: Telephone: رقم ترخيص المنشأة: Facility license No:

البريد الإلكتروني: Email: الموقع: Location:

سيتم إتلاف أصناف الأدوية المذكورة أدناه وذلك للأسباب الآتية
Below medications will be disposed for the following reason(s)

أدوية حكومية Governmental medications	غير مسجلة بوزارة الصحة Non registered in MOH	انتهاء تاريخ الصلاحية Expired medication
تلفه Damaged	عينات مجانية غير معدة للبيع Free samples not for sale	لا يوجد تاريخ صلاحية No expiry date
ممنوع تداولها بالدولة Prohibited to be traded in UAE	محفوظة خارج الثلاجة Stored outside refrigerator	غير مسعرة من قبل وزارة الصحة Not priced by MOH
أسباب أخرى Other reasons	يوجد تغيرات فيزيائية Physically changed	غير مطابقة لتسعيرة وزارة الصحة Not compatible with MOH price list

ملاحظات: Notes:

اسم المنتج Product name	التركيز Concentration	الشكل الصيدلاني Dosage form	الكمية Quantity	رقم التشغيل Batch number	تاريخ انتهاء الصلاحية Expiry date
1					01/08/2020
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

Submit the Medication Disposal Certificate to DC3 within One Month and keep copy in the pharmacy.