

# DEPARTMENT OF ANESTHESIOLOGY

VANDERBILT  UNIVERSITY  
MEDICAL CENTER

**Standard Operating Procedure Title:** Procedure for Labeling & Storing Pharmaceuticals

**Policy Number:** C 75

**Date Established:** 11/15/05

**Date Reviewed:** 2/1/06, 4/26/16

**Date Revised:** 2/1/06

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1. All medications must be labeled in a standardized manner according to hospital policy, applicable law and regulation, and standards of practice.
  2. Any time a medication is prepared but not administered immediately the medication container must be appropriately labeled with the following:
    - a. Medication name
    - b. Concentration
    - c. Date and time must be shown for Propofol. Discard after 4 hrs.
    - d. Total amount (only if not apparent from the container).
  3. Multi-dose vials should be dated when opened and vials are to be discarded within 24 hours of initial use.