Printing Labels for Medication Storage Containers

Covenant Health Medication Management Safety Team

January 2017
Purpose

Covenant Health Pharmacy Services Labelling Standards Policy & Procedure (XI-20) has been developed to enhance medication safety by standardizing the content and format of information on medication labels for Pharmacy products. This document is designed to guide Pharmacy staff in the printing of medication labels.

Responsibility Maintenance and Sustainability

Pharmacy Managers are responsible to ensure all medication areas/storage containers are labelled and stored according to the Labelling Standards Policy/Procedure, as well as High Alert Medication (HAM) Labelling, utilizing this guide as a reference document.

Pharmacy is responsible for the labelling and storage of medications, within Pharmacy and on patient care areas.

Nursing Unit Managers will be responsible to ensure labelling and storage requirements are maintained and to alert Pharmacy if any maintenance is required.

The Label Template

Label templates for medication storage bins/containers are available on the Covenant Health Pharmacy SharePoint site. The label template is based on common medications listed in the AHS provincial formulary. Labels for routinely stocked non-formulary medications will be provided on request.

- If sites discover a label is not available in the templates, the Manager will send an email requesting creation of a label to Manager, Pharmacy Integration and Corporate Initiatives, stating:
  - generic name of drug
  - size of container
  - indicate if formulary or non-formulary
- A standard label will then be created and posted on SharePoint. The requester will be notified when the label has been posted.

The template labels were designed to accommodate a variety of storage containers for multiple sites. The label size is Avery label #5160 (1 inch x 2 5/8 inch). The template label content uses Tahoma 14 font. It is necessary to reduce the font size in some instances to include pertinent information. The content of the label can be copied and pasted if required to meet your own site needs or to print individual labels. The original label template cannot be modified and will be updated on SharePoint with changes to the formulary. For efficiency purposes the Avery #5160 will be the standard size label available to all Covenant Health Facilities.

The template labels do not include manufactured sterile products. Labels do not include inventory numbers/codes as multiple sites have different computer systems.

Basic Printing Tips: Avery Template Labels

**Front Feed Manual Tray** - Place Avery Label sheet label size down and in the direction indicated by arrows on Avery label sheet.

**Side Feed manual paper tray** - Place Avery label sheet label side down and with “AVERY 5160” notation at end of the tray closest to you.

*Please note that printers vary.*

Please check the alignment of your printed layout by first printing on a plain sheet of paper. Hold the printed sheet behind the Avery product to confirm alignment then print onto the Avery product.
Preparing and Printing Avery Labels in Microsoft Office

1. Choose Mailings tab

2. Choose Labels tab

3. Choose Options tab
4. Choose manual paper
5. Label vendors -choose Avery US Letter

6. Choose the Avery label #5160 size
7. Click OK
8. Choose New Document tab
9. Enter label text
10. Click on the Microsoft Office Button, then click print following printing tips on page 3
11. Message may appear- "The margins of section 1 are set outside the printable area of the page do you want to continue? Click on “Yes” until printing starts.

<table>
<thead>
<tr>
<th>5-aminosalicylic acid</th>
<th>5-aminosalicylic acid</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 g/60 g enema</td>
<td>1000 mg rectal supp</td>
</tr>
<tr>
<td>(EQ. SALOFALK)</td>
<td>(EQ. SALOFALK)</td>
</tr>
</tbody>
</table>

**How to Copy & Paste Pharmacy Avery Template Labels**

1. Follow steps 1 – 8 from the previous pages.
2. Go to the Covenant Health Pharmacy SharePoint site
   https://share.ahsnet.ca/teams/chp/SitePages/Home.aspx
3. Choose “Pharmacy Labelling and Storage” under Libraries (left side of page)
4. Open desired letter of the alphabet “Label” document
5. To copy and paste desired label:
   - highlight the label contents
   - right click the mouse and choose “copy”
   - go to “New Document selected in steps 1–8.”
   - right click the mouse and select “paste”
6. Click on the Office Button, then click print following printing tips on page 3
7. Message may appear “The margins of section 1 are set outside the printable area of the page do you want to continue? Click on “Yes” until printing starts.
Printing Labels from Pharmacy Template

1. Go to the Covenant Health Pharmacy SharePoint site
   https://share.ahsnet.ca/teams/chp/SitePages/Home.aspx
2. Choose “Pharmacy Labelling and Storage” under Libraries (left side of page)
3. Choose desired label document
4. Click on the Office Button, then click print following printing tips on page 3
5. Message may appear “The margins of section 1 are set outside the printable area of the page do you want to continue? Click on “Yes” until printing starts.

Resources and Quick links

SharePoint –Pharmacy Medication Template Labels and Resources
https://share.ahsnet.ca/teams/chp/Pharmacy%20Medication%20Labels/Forms/AllItems.aspx

For Labeling and Storage Guidelines refer to:
XI-20 Labelling Standards Policy and Procedure

For an alphabetized list of High Alert Medications refer to:
Covenant Health High Alert Medications Policy VII-A-30 (Appendix A) or High Alert Medication Poster

For Tallman lettering refer to:
Pharmacy Services Tall Man Lettering List

For applicable auxiliary labels refer to page 15:
High Alert Medication Labeling and Storage Guidelines for Pharmacy

For Prohibited Abbreviations refer to:
Prohibited Abbreviation Poster