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| SOU Logo Over The Counter Medications |

**Office: EHS**

**Procedure Contact: Environmental Health and Safety Manager**

**Related Policy or Policies: Environmental Health and Safety FAD.085**

# Revision History

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| **Revision Number:** | **Change:** | **Date:** |
|  | Initial release | 02/26/2016 |
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## A. Purpose

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| Guidelines for purchasing Over-the-Counter (OTC) medications/products for staff or faculty. |

## B. Definitions

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| OTC are medications/products which do not require a prescription to be purchased. Examples of OTCs include Sudafed (psuedoephedrine), Tylenol (acetaminophen), Aleve (naproxen), cold and cough preparations, diabetic supplies, pregnancy tests, vitamins, and bandages etc. American National Standard Institute minimum requirements for workplace first-aid kits and supplies don’t include OTC medications, analgesics are included in a list of optional items. |

## C. Procedures

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| Southern Oregon University allows for the purchase of OTC medications or products providing it meets the standards and is voluntarily taken. Departments and individuals will be responsible to ensure that medications are not expired and are not damaged. Departments and individuals will read and be advised of recommended drug requirements. |
| This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval. |

## D. Appendix

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| ANSI Standard Z308.1-2009, the most current first-aid kit standard as of publication, says first-aid kit OTC medications should be free from ingredients that have the potential to cause drowsiness. In addition, OTC medications must meet U.S. Food and Drug Administration single-dose, tamper-evident packaging and labeling standards. Examples of acceptable OTC medications include pain relievers such as aspirin, ibuprofen and naproxen, as well as pain-relief patches, cough drops, cold, sinus and allergy medicine, and anti-diarrheal medication. |