

**No. 78**

THE PHARMACY AND POISONS ORDINANCE 1964  
(Ordinance No. 23 of 1964 as amended by Ordinances  
Nos. 10 of 1970, 4 of 1971, 17 of 1989 and 31 of 2002).

**REGULATIONS MADE UNDER SECTION 38.**

In exercise of the powers vested in him by section 38 (1) of the Pharmacy and Poisons Ordinance 1964<sup>a</sup> as amended by section 7 of the Pharmacy and Poisons Ordinance 2002<sup>b</sup>, the Administrator hereby makes the following Regulations:-

**Citation.**

1. These Regulations may be cited as the Pharmacies (Operation, Premises and Equipment) Regulations 2003.

**Interpretation.**

2. In these Regulations –

“the Ordinance” means the Pharmacy and Poisons Ordinance 1964.

**Dispensing of medicines.**

3. – (1) Any medicine shall be dispensed by a pharmacist personally.

(2) A pharmacy shall be run by a pharmacist in person, whose name shall be stated on the application for registration of the pharmacy. In the event of his absence and subject to a licence given by the Chief Officer, a pharmacy may be run temporarily by another pharmacist who shall have no other occupation and shall have responsibility for the proper operation of the pharmacy.

**Appearance of pharmacy.**

4. – (1) The internal and external appearance of a pharmacy shall reflect its professional nature and inspire confidence in the public in relation to the health services that the pharmacy provides.

A pharmacy shall be kept clean and tidy at all times.

(2) Subject to paragraph (2) of regulation 5 it is prohibited to include any words other than the full name of the pharmacist and the word “pharmacy” on the sign on the façade and shop window of a pharmacy.

The signs may in addition be written in such foreign languages as the Chief Officer may determine.

**Pharmacy premises.**

5. – (1) A pharmacy shall be housed in discrete premises which are in conformity with the provisions of the Streets and Buildings Regulation (Consolidation) Ordinance 1984<sup>c</sup> and which do not communicate through any internal door or by any other means with, or have its interior visible from, any adjacent shop, undertaking or other premises which is not a pharmacy.

(2) On the façade of the pharmacy there shall be –

<sup>a</sup> Ordinance 23/64 as amended by Ordinances 10/70, 4/71, 17/89 and 31/2002.

<sup>b</sup> Ordinance 31/2002

<sup>c</sup> Ordinance 7/84 as amended by Ordinances 2/87, 13/87, 18/88, 10/96, 7/99, 2/2000 and 10/2000.

- (a) a place with adequate lighting where a list is displayed of the pharmacies which are open overnight;
  - (b) an illuminated green cross or one with an illuminated background, in the centre of which there may be depicted a pharmaceutical vessel and a snake interconnected.
- (3) A pharmacy shall be directly accessible from a public road or pedestrian way without any intermediate premises.
- (4) The -
- (a) materials and general construction of the premises shall be such as to ensure the pharmacy is safe and readily maintained;
  - (b) windows, doors and shop-windows shall be locked and provide internal security during the hours that the pharmacy is closed.
- (5) A pharmacy shall have adequate fire safety arrangements.
- (6) All surfaces within the pharmacy shall be smooth and without cracks so as to be easily cleaned.

(7) Subject to paragraph (8) below, a pharmacy shall have a toilet which is in conformity with the provisions of the Streets and Buildings Regulation (Consolidation) Ordinance 1984. The toilet shall have adequate lighting and ventilation and shall be kept clean at all times. The toilet shall not communicate directly with the shop part of the pharmacy. The toilet may not be used for the storage of products or as a pharmaceutical laboratory or as a place for providing water for the preparation of pharmaceutical products. In the toilet or in the corridor leading to it there shall be piped hot and cold water available and a wash-basin made of an appropriate material (such as stainless steel, ceramic etc.) with a hydraulic installation to remove waste into an appropriate sewage system; soap, clean towels or other means for drying hands and a sign placed in a prominent position advising those who use the toilet to wash their hands.

(8) Where a pharmacy which is in operation on the day that these Regulations come into force does not have a toilet and it is not possible to install one in the pharmacy, the Chief Officer may, for the purposes of this regulation, licence use of a toilet situated elsewhere.

#### **Size and design of pharmacy premises.**

6. – (1) All parts of a pharmacy shall have adequate lighting, ventilation and air-conditioning. The design of the pharmacy shall be such as to protect its stock from exposure to light and from excessively low or high temperatures.

(2) The size of a pharmacy shall be appropriate to the amount of work carried on or expected to be carried on there and allow the safe and effective conduct of the work, and satisfactory control and communication. A pharmacy shall not have an internal area of less than 30 square metres.

(3) A pharmacy, which may occupy more than one floor, shall be divided into the following parts –

- (a) the shop part, which shall –
  - (i) be on the ground floor and have a minimum area of 15 square metres;

- (ii) be the place for providing services to the public and where any pharmaceutical preparations and other products are kept on shelves or in drawers;
  - (iii) have pharmaceutical preparations intended for veterinary use kept in a separate place under the sign 'Veterinary Preparations';
  - (iv) have seats available and a relatively private place where the pharmacist may give advice to customers or communicate with doctors, without being heard by others;
  - (v) have the registration certificate of the pharmacist displayed;
- (b) the pharmaceutical laboratory, which shall –
- (i) have smooth surfaces, a work bench, basic ingredients and the essential equipment;
  - (ii) be where pharmaceutical preparations are made up and where simple diagnostic controls are effected;
  - (iii) be of sufficient size as to enable effective performance of the work;
- (c) the storage room, which is where any products which the pharmacy legally provides shall be stored. The size of the storage room shall be appropriate to the stocks available in the pharmacy.

The pharmaceutical laboratory and storage room may be elsewhere than on the ground floor, provided that the floor on which they are situated is accessible to and from the ground floor by means of a wide staircase.

### **Equipment of pharmacy.**

**7. –** (1) The furniture, working surfaces and equipment of a pharmacy shall be kept clean, tidy and in good condition.

(2) A pharmacy shall have adequate and appropriate equipment and a small library for its proper operation and for the best possible provision of services to the public. The minimum requirements in relation to equipment, books and stocks of medicines are as follows –

- (a) sufficient quantities of medicines from a number of manufacturers, in order to ensure the provision of a satisfactory level of services to the public; stocks of medicines from only a selected list of manufacturers shall not be deemed to fulfil this requirement;
- (b) a bench for the dispensing of prescriptions and selling of medicines;
- (c) appropriate furniture fitted with shelves or drawers for storing medicines;
- (d) a refrigerator fitted with a thermometer indicating the maximum and minimum temperature and capable of preserving the products at a temperature of between 2°C and 8°C. The refrigerator shall be used exclusively for storing medicines, shall be kept clean at all times and shall be checked periodically to ensure it is functioning properly;
- (e) a pharmacy which has medicines requiring storage at temperatures below 2°C shall be equipped accordingly;

- (f) air-conditioning appropriate to the size of the pharmacy, so as to maintain the temperature at 25°C;
- (g) a covered waste disposal container situated in an appropriate place. Special wastes shall be kept separate from other waste material;
- (h) an appropriate means for counting pills and capsules;
- (i) precision scales (with an accuracy of 1/100 gram);
- (j) an appropriate set of weights;
- (k) an appropriate stock of graduated vessels of various sizes (conic bottles, volumetric cylinders);
- (l) pharmaceutical mortar and pestle;
- (m) spatulas and stirring spoon made of glass;
- (n) containers for solid and liquid pharmaceutical preparations;
- (o) stickers with the name, address and telephone number of the pharmacy;
- (p) books for prescriptions, poisons, narcotics, purchases and duplicate receipts in accordance with the Ordinance, the Medicines for Human Use Ordinance 2002<sup>d</sup> and the Narcotic Drugs and Psychotropic Substances Ordinance 1980<sup>e</sup> and the regulations made under these Ordinances;
- (q) the latest edition of the Pharmaceutical Guide issued by the Pharmaceutical Services of the Republic;
- (r) a copy of the Ordinance, the Medicines for Human Use Ordinance 2002, the Narcotic Drugs and Psychotropic Substances Ordinance 1980, the Pharmacists (Associations, Discipline and Retirement Fund) Law of the Republic and the regulations made under these Ordinances and Law;
- (s) the latest edition of the British or Greek National Formulary;
- (t) any other appropriate equipment necessary for the work carried out by the particular pharmacy, in accordance with any decision of the Chief Officer.

### **Pharmacies operated by the Crown.**

8. These Regulations shall not apply to nor affect the operation of pharmacies or the distribution or selling of pharmaceutical preparations by the Crown in any capacity.

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Dated this 25th day of June 2003.

By the Administrator's Command,  
 W. M. Jessett  
 Chief Officer,  
 Sovereign Base Areas.

(128/160)

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<sup>d</sup> Ordinance 20/2002.

<sup>e</sup> Ordinance 13/1980 as amended by Ordinance 7/1983.