



**Government of Sierra Leone  
Ministry of Health & Sanitation**

**Guidelines for the Donation of  
Medicines, Medical Supplies and  
Equipment to Sierra Leone**

**2004**



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## *Foreword*

In pursuance to the implementation of the Second Edition of the National Medicines Policy, the Ministry of Health and Sanitation, through the Pharmaceutical Component - GOSL/ADB/HSRP, has developed and adopted the following guidelines on donations of medicines, medical supplies and equipment, based on the WHO Guidelines for Drug Donations.

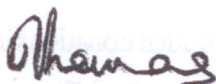
These guidelines are intended to serve as a guide for donations of medicines, medical supplies and equipment, and are meant to be adopted and implemented by Governments, national and international NGOs, mission hospitals, individuals and others, who are involved or wish to be involved with such activity. They are not a substitute to existing legislature or regulations on medicines, medical supplies and equipment.

The overall goal of these guidelines is to maximize benefits and ensure appropriateness and relevance of such donations in the achievement of the objectives of the national health policy. The main objectives of these guidelines are:

1. To ensure that all medicines donations are in consonance with the National Essential Medicines List of Sierra Leone and meet all legal obligations, including the provisions of the current Pharmacy and Drugs Act. In the case of medical supplies and equipment, they should meet national and / or international standards.

2. To facilitate the process of donations of medicines, medical supplies and equipment to Sierra Leone.
3. To ensure that Government's or recipient's expressed needs and expectations are met by the donor, and that the donor's intentions and expectations, with regard to such donations are equally met.
4. To ensure that donations are properly managed and utilized by the beneficiary.

Therefore, these guidelines should be strictly followed when requesting for donations and planning to donate medicines, medical supplies and equipment to Sierra Leone. It should be noted however, that these guidelines are subject to review as and when necessary by the Government.



Ms. Abator Thomas

Minister of Health and Sanitation

# **Guidelines for the Donation of Medicines, Medical Supplies and Equipment to Sierra Leone**

## ***Information and Management***

1. The intentions to donate and requests for donations of medicines, medical supplies and equipment should be communicated to:  

Ministry of Health and Sanitation  
4<sup>th</sup> Floor, Youyi Building  
Brookfields  
Freetown  
Tel.: +232 22 240427/242119  
email: minhs@sierratel.sl
2. Technical and administrative requirements for importation of medicines and medical supplies are applicable to donation, in accordance with the current Pharmacy and Drugs Act of Sierra Leone.
3. The technical and administrative requirements of all donated equipment should meet the needs of the hospitals and the requirements of the Sierra Leone Standards Bureau of the Ministry of Trade and Industry.

## ***Selection***

1. All medicines intended for donation should be based on the National Essential Medicines List of Sierra Leone, and in the case of medical supplies and equipment, they should meet international standards and/or the requirements of the Standards Bureau of the Ministry of Trade and Industry. In exceptional cases consultation /approval may be sought for clearance from the Ministry of Health and Sanitation.
2. The selection must be based on the expressed need of, or by prior agreement with the recipient or the beneficiary.

## ***Quality Assurance and Regulation***

1. All medicines and medical supplies intended for donation must be registered by the Pharmacy Board of Sierra Leone and comply with quality standards in both the donor country and in Sierra Leone. In exceptional circumstances the WHO Certification Scheme on quality of pharmaceuticals moving on international commerce may be used.
2. Such donation must be approved for use in Sierra Leone and the country of origin, except in special circumstances as may be determined by the Ministry of Health and Sanitation.
3. Presentation, strength and formulation of the medicines donation must, as much as possible, be similar to those commonly used in Sierra Leone.

4. Unutilised portions of or returned medicines, including free samples will not be accepted as donations.
5. All donated medicines and medical supplies should have a minimum shelf life of one year at the time of arrival in Sierra Leone, except when medicines are manufactured with a shelf life of less than two years, due to the properties of the active substance or unless, in special circumstances, exemption has been duly obtained from the Ministry of Health and Sanitation.
6. All medicines and medical supplies to be donated must be labelled in English. The label on each container must contain at least the International Non-proprietary Name (INN), the batch number, dosage form, name of manufacturer, quantity in the container, storage conditions, and manufacturing and expiry dates. Prescriber-information leaflets in the English language must accompany all medicines donations.
7. All equipment donations must be compatible with the electricity supply of Sierra Leone and accompanied with a user's / technical manual and specifications in English.

### ***Packaging and Transportation and declaration of value***

1. As far as possible, donated medicines and medical supplies should be presented in larger pack sizes or hospital packs.

2. Packaging of medicines and medical supplies destined for Sierra Leone must conform to international transport regulations and be accompanied with a detailed list indicating the contents of each consignment and the storage conditions. The weight per carton should not exceed 50 kilograms. Medicines should not be mixed with other supplies in the same carton.
3. The donor must meet the cost of international transport for donations of medicines, medical supplies and equipment unless specifically agreed otherwise with the Ministry of Health and Sanitation or the beneficiary.
4. The value declared on donation of medicines and medical supplies must be based on the wholesale price of the generic equivalent in Sierra Leone or, if such information is not available, on the wholesale price for its generic equivalent in the world market.