

Medicines Audit - Family Environment

AUDIT OF THE RECEIPT, STORAGE & DISPOSAL OF MEDICINES

Name of Child:

Date of Birth:

OVERALL OUTCOME TO BE ACHIEVED

Medicines are received, handled, stored, administered, disposed of and recorded in accordance with the latest Statutory and Regulatory requirements.

PERFORMING THE AUDIT

What to do:

1. Review the criteria presented as checklists of Performance Indicators on the following pages.

2. Depending upon your findings and observations, for each Performance Indicator on the checklist decide upon the perceived level of compliance and record this in the appropriate box. Use the following notation to do this:

C = indicates COMPLIANCE with the Performance Indicator

P = indicates PARTIAL COMPLIANCE with the Performance Indicator

NC = indicates NON-COMPLIANCE with the Performance Indicator,
AND THEREFORE REQUIRES PRIORITY ACTION

AUDIT CHECK-LIST

#	Performance Indicator / Standard	FINDINGS (C / P / NC)	OBSERVATIONS
1	Details are on file in the Care Plan for each medicine to be taken by a child. This applies to both prescription medicines and "household" remedies.		
2	Prescription medicines are only those prescribed by a GP, dentist or nurse prescriber.		
3	Prescription medicines are in their original containers. There are no unlabelled containers.		
4	The quantity of each medicine for each child received is recorded in the child's Care Plan.		
5	Each medicine container is clearly labelled with the child's name, medicine name, dosage and frequency of administration.		
6	Prescription medicines are stored in a secure location that is not accessible by children.		
7	Emergency medicines such as asthma inhalers and adrenaline pens are not locked away but are kept in a secure location that is readily accessible for emergencies.		
8	Medicines are stored according to instructions on the container label (e.g. low temperature, out of sunlight etc).		
9	Where medicines are stored in a refrigerator they are kept in a sealed container which clearly identifies the contents as medicines.		
10	Refrigerator temperatures are checked and recorded on a regular basis.		
11	Cupboards containing medicines are kept clean.		
12	Prescription medicines are administered to the child according to a documented procedure.		
13	Medicines are only kept for the duration of a course of treatment, and are disposed of according to a documented procedure when a course of treatment is discontinued.		
14	Medicines are checked for expiry dates. "Expired" medicines are disposed of according to a documented procedure.		
15	Returned medicines are signed for by the person receiving them.		
16	Sharps boxes are in place for the safe disposal of needles where this is applicable.		
17	Medicine policies prescribe the action to be taken if a medicine is wrongly administered.		