

Medication Audit

Medicines audit for a care home: storage, a sample of administration records, controlled drugs, staff training and competence, incidents and findings with actions.

1. Details

Where you audited and what you sampled.

Project

Filled in from the project in SiteSurvey.

Provider

Home or service *

Address

Date of audit *

Auditor

Unit or floor audited

Medicines administration records (choose one)

☐ Paper ☐ Electronic ☐ Both

Number of residents whose records were sampled

The notes in this form quote NICE guideline SC1, Managing medicines in care homes. Record residents by room or reference, not by name.

2. Storage and disposal

Cupboards, trolleys, fridge and returns.

Medicines are stored in locked cupboards or trolleys (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

Keys are held only by authorised staff (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

Room temperature where medicines are kept is checked and recorded (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

The medicines fridge temperature is recorded every day, and is within the range the home's policy sets (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

The medicines fridge holds only medicines (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

Liquids, creams and eye drops are marked with the date opened (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

No expired medicines are in stock (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

Medicines for disposal are kept securely and recorded (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

NICE says care home providers should keep records of medicines, including controlled drugs, that have been disposed of or are waiting for disposal, and store them securely in a tamper-proof container within a cupboard until they are collected (recommendation 1.12.6).

Notes

3. Administration records

One entry for each resident sampled.

NICE says medicines administration records should be legible, signed, clear and accurate, factual, have the correct date and time, and be completed as soon as possible after administration (recommendation 1.14.7). They should include the resident's full name and date of birth, details of each medicine, and known allergies and reactions (recommendation 1.14.8).

Records sampled (copy this block for each one)

Room or reference *

Full name and date of birth on the record (choose one)

☐ Yes ☐ No

Allergies and reactions recorded (choose one)

☐ Yes ☐ No

Every dose signed for, or a reason recorded (choose one)

☐ Yes ☐ Gaps found

Number of gaps (if applicable)

Handwritten or amended entries checked by a second person (choose one)

☐ Yes ☐ No ☐ None

Clear instructions for "when required" medicines (choose one)

☐ Yes ☐ No ☐ None prescribed

Stock count matches the record (choose one)

☐ Yes ☐ No ☐ Not counted

What needs correcting?

Records sampled (worked out automatically in the app)

Records with gaps (worked out automatically in the app)

Gaps in total (worked out automatically in the app)

4. Controlled drugs

Cupboard, register and balances.

Are controlled drugs held?

☐ Yes ☐ No

Stored in a controlled drugs cupboard (if applicable; choose one)

☐ Yes ☐ No

Every entry in the register signed by the person administering and a trained witness (if applicable; choose one)

☐ Yes ☐ No

If applicable: NICE says the care home staff responsible for administering the controlled drug and a trained witness should sign the controlled drugs register, and the staff member administering it should also sign the medicines administration record (recommendation 1.14.16).

Balances checked on this audit (if applicable; choose one)

☐ All correct ☐ Discrepancy found ☐ Not checked

What was the discrepancy, and who has been told? (if applicable)

If applicable: Report it to the manager now. A controlled drug discrepancy that cannot be explained must be followed up under the home's medicines policy.

5. Staff, policy and incidents

Who gives medicines, and what happens when something goes wrong.

Every member of staff who gives medicines has been trained and assessed as competent (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

Each has had a review of their knowledge, skills and competencies in the last year (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

There is a medicines policy that staff can find (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

Medicines errors and near misses are recorded and reviewed (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

Staff know when a medicines incident must be reported to safeguarding and to the regulator (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

Residents who look after their own medicines have a risk assessment (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

Any covert administration is backed by a mental capacity assessment and a recorded best interests decision (choose one)

☐ Yes ☐ Partly ☐ No ☐ Not applicable

NICE says care home providers must ensure that designated staff administer medicines only when they have had the necessary training and are assessed as competent (recommendation 1.17.1), and should ensure all care home staff have an annual review of their knowledge, skills and competencies relating to managing and administering medicines (recommendation 1.17.5).

Notes

6. Findings and actions

One entry for each thing to put right.

Are there findings to record?

☐ Yes ☐ No

Findings (copy this block for each one; if applicable)

Area * (choose one)

- ☐ Storage
- ☐ Administration records
- ☐ Controlled drugs
- ☐ Training and competence
- ☐ Policy
- ☐ Incidents
- ☐ Ordering and supply
- ☐ Other: _____

Risk (choose one)

☐ High ☐ Medium ☐ Low

What did you find? *

Action

Who

By when

Photos (photos: attach, or note the file names)

Do not photograph residents or anything that identifies them.

Findings (if applicable; worked out automatically in the app)

High risk (if applicable; worked out automatically in the app)

Overall * (choose one)

☐ Good: minor points only ☐ Needs improvement ☐ Serious concerns: act now

Summary

Next audit due

Auditor name

Auditor signature

Manager name

Manager signature