

Audit of Medication Systems and Processes

Standard	Evidence (examples)	Y/N	N/A	Shortfalls/Actions
Pre-Admission/Pre-commencement of Service				
Has all relevant information regarding service users' medication needs been provided before admission/commencement of service?	<ul style="list-style-type: none"> i. Social worker or health professional assessment ii. Registered Managers assessment iii. Personal plan iv. GP records v. Relatives/representatives/advocates input vi. Individual service user's medication audit vii. Medication error tracker tool 			
Self Medication				
Is there facilities/support available for service users who wish to self medicate?	<ul style="list-style-type: none"> i. Individual service user's medication audit ii. Lockable storage space iii. Medication error tracker tool 			
Receipt of Medication				
Is the receipt of all medications recorded according to policy?	<ul style="list-style-type: none"> i. Individual service user's medication audit ii. Weekly stock check iii. MAR sheets iv. Medication error tracker tool 			
Storage of Medication				
<p>Are all medicines stored according to policy and category?</p> <p>Are medication keys kept separate from other keys in the service and held securely?</p> <p>Is the procedure for handing over medication keys being followed?</p> <p>Are medication fridge temperature records up to date?</p>	<ul style="list-style-type: none"> i. Individual service user's bedroom ii. Medication storage room/trolley/cupboards iii. Check keys iv. Observation of hand over v. Records vi. Medication error tracker tool 			

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Ordering of Medication				
Are medicines ordered according to service specific procedures?	<ul style="list-style-type: none"> i. Records ii. Copies of prescriptions iii. MAR charts iv. Service specific procedures in place v. Medication error tracker tool 			
Changes to Medication				
Are all changes recorded correctly according to policy?	<ul style="list-style-type: none"> i. Written records ii. Recording of verbal instructions iii. Physical evidence i.e. MDS iv. Personal plans v. Letters from GP/Health Professional etc vi. Medication error tracker tool 			
Disposal of Medication				
Are all medicines disposed of correctly and safely?	<ul style="list-style-type: none"> i. Records ii. Returns book/records iii. Consent to Dispose records iv. Physical evidence i.e. check of storage facilities whilst waiting for medicines to be disposed of v. Medication error tracker tool 			
Adverse Reactions/Side Effects				
Have any such incidents occurred and if so have they been appropriately reported and actioned?	<ul style="list-style-type: none"> i. Records ii. Personal plans iii. Yellow card report iv. Regulation 37 notification (if applicable) v. Medication error tracker tool 			
Medication required when a person is away from the service				
Have service users received their medication at all times?	<ul style="list-style-type: none"> i. Risk assessment ii. MAR charts iii. Spot checks iv. Medication error tracker tool 			

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Missing Medication				
Is any missing medicines appropriately and promptly reported and appropriate action(s) taken?	<ul style="list-style-type: none"> i. MAR charts ii. Records iii. Regulation 37 notification (if applicable) iv. Medication error tracker tool 			
Over the Counter/Homely Medication				
Are service user are able to access non-prescribed medicines for symptoms of minor nature when required?	<ul style="list-style-type: none"> i. OTC/homely medicines records (Individual and central) ii. Consent to administer OTC/Homely medicines forms iii. MAR charts iv. Personal Plans v. Stock audit vi. Administration practices vii. Medication error tracker tool 			
Administration of Medication by Staff				
Are service users who require staff to administer their medication, receiving their medication in a timely and safe manner according to procedure?	<ul style="list-style-type: none"> i. MAR charts ii. Observation of practice iii. Training records iv. Assessment of competence of staff records v. Individual service user's medication audit vi. Medication error tracker tool 			
Controlled Drugs				
Are Controlled Drugs held securely, administered safely and disposed of according to policy, procedure and legislation?	<ul style="list-style-type: none"> i. Storage ii. Records iii. Controlled Drugs Register iv. Observation of Practice v. Controlled Drug Self Assessment statement vi. Controlled Drug declaration statement vii. Audit/Stock control viii. Medication error tracker tool 			

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Prescribed Medicines (Non-Oral)				
<p>Does the service user have access to non-oral prescribed medicines?</p> <p>Are non-oral prescribed medicines stored and administered according to policy and procedure?</p> <p>Are clear directions for use in place and followed?</p>	<ul style="list-style-type: none"> i. Records ii. Storage iii. Observation of Practice iv. Audit/Stock control v. Practice guidelines/directions vi. Medication error tracker tool 			
Refusal of Medication				
<p>Is the right of the service user to refuse medicines respected and recorded?</p> <p>Are the individual needs of the service user clearly identified within the personal plan and is there evidence that these have been taken into consideration?</p> <p>Is regular and consistent refusal of medication reported and acted upon appropriately?</p>	<ul style="list-style-type: none"> i. Care plans ii. MAR charts vii. Individual service user's medication audit viii. Medication error tracker tool 			
Covert Administration of Medication				
<p>Are any service users receiving their medication covertly?</p> <p>If yes, are service users receiving covert medication according to guidance/policy and procedure?</p> <p>Is the reason the medication is being administered in this way clearly identified in the person's personal plan?</p> <p>Has a multi-disciplinary approach been taken and is this fully documented?</p>	<ul style="list-style-type: none"> i. Care plans ii. Individual service user's medication audit iii. MAR charts iv. Medication error tracker tool 			

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Crushing Medication				
<p>Are any service users receiving their medicines crushed?</p> <p>Has appropriate advice/support been obtained from GP/Pharmacist?</p> <p>Is there evidence that the service user has consented to having their medication administered this way?</p> <p>If not, has the guidance on the lack of capacity to consent been considered?</p> <p>Is the reason why the medication is being administered in this way clearly identified in the person's personal plan?</p>	<ul style="list-style-type: none"> i. Care plans ii. Individual service user's medication audit iii. Consent forms iv. MAR charts v. Medication error tracker tool 			
PRN Medication				
<p>Are all PRN medicines appropriately dispensed in boxes and bottles (not MDS systems)?</p> <p>Are full and precise directions for use written on the boxes/bottles?</p> <p>Are the actual amounts administered recorded on MAR charts?</p> <p>Is there a clear protocol in place for the administration of PRN medicines in relation to section 2.18.8?</p>	<ul style="list-style-type: none"> i. Records of receipt ii. Observation iii. MAR charts iv. Care Plans v. Individual service user's medication audit vi. Medication error tracker tool 			

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Records				
<p>Are records kept according to procedure i.e. legible, current, written in black ink, dated, signed)?</p> <p>Are there any gaps in records?</p> <p>Are there any missing records?</p> <p>Are records stored and retained in accordance with policy, procedure and legislation?</p>	<p>Records of:</p> <ul style="list-style-type: none"> i. Ordering i. Receipt ii. Storage iii. Administration iv. Disposal v. Training vi. Care Plans vii. Individual service user's medication audit vii. Medication error tracker tool 			
Medication Errors				
<p>Have any medication errors been recorded since the last audit?</p> <p>Have all medication errors been reported and recorded?</p> <p>Have all medication errors been tracked to a satisfactory outcome?</p>	<ul style="list-style-type: none"> i. Medication error tracker tool ii. Any supporting documentation 			
Training				
<p>Have all staff who administer medication successfully completed the appropriate training and been deemed competent?</p> <p>Are there sufficient medication assessors within the service?</p> <p>Is training in place for advanced/specialised techniques?</p> <p>Is medication refresher training up to date and adequate to meet the needs of the service?</p>	<ul style="list-style-type: none"> i. Training records ii. Training needs analysis iii. Staffing levels iv. Certificates v. Medication assessment record vi. Medication error tracker tool 			

Date Audit Carried Out _____

Audit Carried Out by _____