

## Good Practice Guidance for Care Homes

### Weekly Medication Audit Checklist

The purpose of this checklist is to support regular review of the medicines management arrangements and needs of an individual. It is recommended the check list is completed on a weekly basis or at a frequency set by the service provider. This check list can also be used to evidence medication audit as part of 'resident of the day' or similar review.

<b>Care Home:</b>				
<b>Resident name:</b>			<b>Room Number:</b>	
<b>Week commencing:</b>				
Is there an up-to-date photo, list of allergies and details of special administration requirements?				
Are all current prescribed medicines listed on the MAR chart? <i>(Check against repeat list from GP surgery)</i>				
Have all handwritten entries or charts prepared within the care home, been checked for accuracy and signed by a second trained and competent person? <i>(Ideally from a copy of the prescription, dispensing token or labelled medicine)</i>				
Is the administration of all regular medication accounted for? <i>(Signature confirming administration or appropriate non-administration code &amp; no gaps for regular medicines on the MAR chart)</i>				
Is there a when required (PRN) care plan or protocol in place to support the use of all PRN and variable dose medicine(s)?				
Have the PRN medicines been administered and signed as offered according to the care plan including an indication of the effectiveness of the medication?				
Is there a specific chart in place to evidence the use of topical medicines or patches? <i>(e.g., Topical MAR chart with body map)</i> If yes: Is this referenced on the main MAR chart?				
Are there specific charts to record monitoring of medicines such as warfarin (INR and dose) or blood glucose monitoring? If yes: Is this referenced on the main MAR chart?				
Have the correct non-administration codes been used and is there an appropriate explanation for all medication not administered and any further actions described in the carer's notes <i>(usually on reverse side of MAR)?</i>				
Are all medications available and in date?				
Are medicines with a reduced expiry date after initial opening annotated with a date of opening? <i>(e.g., eye drops, some liquid medicines)</i>				
Is a pharmacy label attached to all prescribed medicines? <i>(if on outer box only, ensure this is not disposed of)</i>				
Does the stock remaining tally with the quantity on the MAR chart? <i>(i.e., stock received + any stock remaining minus the quantity administered so far)</i>				
Are all controlled drug records up to date and correct, including correct balance recorded and two signatures for all entries?				
<b>Audit Undertaken by:</b>				

See overleaf for action plan regarding issues identified in this medicine checklist



### Action Plan to address issues identified in Weekly Medicine Checklist

Week Commencing	Issue identified by audit	Action to be taken	By Whom	Date completed