

Monthly Audit Review

Monthly Checks	Findings	Actions and Timescales	Completed Date and signature
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Undertaken ByDate:.....

Supply			
Are repeat prescriptions obtained in a safe and efficient manner?			
Are there any ordering/stock problems?			
Are there any problems with the pharmacy or GP surgery?			
Are all medicines checked in correctly?			
Are medicines clearly labelled by the Pharmacist? (Spot check 3 people's meds)			
Are there any "as directed" labels?			

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Are up-to-date MAR sheets available for all people?			
For people prescribed oxygen, are the details of the oxygen provider recorded?			
Levels of support			
Does the instruction in the care plan accurately reflect the support needed? (e.g. prompt, administer, self-administer etc)			
Is support and training in place for any "level 3 " tasks i.e. administration by a specialised technique?			
Storage			

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Are all medicines stored safely and appropriately?			
Are excessive quantities of medicines being stored?			
Are external medicines separated from internal medicines where appropriate? (Care Homes)			
Is key security appropriate?			
Have arrangements been made and reviewed for people to have or not have access to their medicines as appropriate? (Domiciliary)			

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Is stock rotated appropriately?			
Is there any evidence of borrowing/ sharing of medicines?			
Are oxygen cylinders stored upright, in a well-ventilated area away from heat and flames?			
Are No Smoking signs displayed? (Care Homes)			
Administration			
Is the system of administration safe and appropriate?			
Have any medicines been missed?			

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Are medicines given at the correct time and in the right way?			
Are the best outcomes being met for people with their medicines?			
Are PRN medicines being given according to the protocol and care plan details?			
Are systems in place for people who wish to take medicines out of the home with them?			
Have refusals been monitored and reported back?			
Are medicines being administered covertly to any person?			

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Are liquids measured accurately?			
Basic Hygiene and Housekeeping			
Are hands washed prior to administration of medicines?			
Are gloves worn when administering creams?			
Is the storage area clean, tidy and well ordered?			
Are liquids in clean bottles - no spillage?			
Are medicines separated from food if in domestic fridges?			
Recording			

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Are fridge and room temperature records complete and have actions been taken where necessary?			
Have weekly audits been undertaken and actioned?			
Have gaps on MAR sheets been identified and staff advised?			
Are all discontinued medicines removed from the MAR sheet?			
Does the audit trail of medicines tally? Spot check 3 people			
Are all medicines signed for immediately they are administered?			

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Do senior staff use the correct procedure for dose changes and amendments to the MAR sheet?			
Is the current list of staff signatures up to date?			
Are care plans up to date, accurate and complete?			
Controlled Drugs			
Are stock levels of Controlled Drugs appropriate?			
Does the quantity in the CD register reflect the actual stock?			

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Is administration of Controlled Drugs in line with current policy?			
Are Controlled Drugs disposed of appropriately?			
Has the administration of Controlled Drugs been risk assessed? (Domiciliary)			
Disposal			
Have medicines been held for a sufficient time following a death?			
Are any medicines destroyed in the home?			
Is the returns record up to date?			

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Are medicines for disposal separated from medicines in use?			
Homely Remedies			
Has authorisation been obtained from the GP for administration of non-prescribed meds? (Domiciliary)			
Does the audit trail of homely remedies tally? (Care Homes)			
Are all homely remedies in date?			
Are homely remedies stored separately and securely?			

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Have any homely remedies been given for more than 2 days without contacting the GP?			
Self-Administration of Medicines			
Do all people currently self-administering medicines have safe, lockable storage facilities for their medicines?			
Are risk assessments completed for all people currently self-administering medicines			
Are verbal prompts / supervision/ monitoring given (and documented) for people who require them?			

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Is discreet monitoring and reassessment being carried out?			