

Care Home Controlled Drug (CD) Audit

Instructions:

1. It is recommended that this audit is completed a minimum of once a month.
2. Collect CD register and a MAR for a resident who has been administered a CD.
2. Complete audit.
3. Complete the 'Action required' column including realistic target dates.
4. Re-audit as necessary.
5. Store the completed audits for a period of 2 years and ensure that they are available for review by relevant personnel e.g. pharmacy staff, CQC, local authority staff, etc.

Any incidents involving CDs should be reported to the CD Accountable Officer by the individual who has discovered the issue via the following website: www.cdreporting.co.uk

Completed by: Name: Signature: Job Title: Date:

The CD Cabinet	Findings	Action required
Does the metal cabinet used to store the CDs fulfil the requirements of the Misuse of Drugs (Safe Custody) Regulations 1973, see: http://www.legislation.gov.uk/ukxi/1973/798/schedule/2/made		
Are all medicines clearly segregated?		

If CDs are packed in a Monitored Dosage System (MDS), is the whole container stored in the CD cupboard when not in use?		
Is the stock level appropriate? i.e., no more than approx. a month's supply in stock?		
Are there any out-of-date medicines in the CD cupboard?		
Is there anything else stored in the cupboard that should not be there (e.g., money or valuables)?		
Are drugs awaiting destruction clearly segregated from other stock in the cupboard (e.g., expired drugs or drugs no longer required by the patient)?		
Are the CD cupboard keys kept separately from general keys?		
CD Register	Findings	Action required
Is there a separate page in the CD register for each drug, each formulation, each strength, and each patient?		
Are all entries complete, clear, and legible? This should include name and form of drug, quantity of stock, date received, patient name, date, time, quantity supplied, signature of person administering drug, signature of witness and remaining balance.		

Are all entries supported by signatures in line with the care home policy		
Are all stock balances, correct?		
Are balances checked on at least a weekly basis or as stated within the home policy?		
Is there a record of all CDs that have been destroyed (nursing) or returned to pharmacy (residential care)?		
If applicable, are any amendments in the CD register annotated with footnotes (initialled and dated) rather than crossed out? If crossing out is found, has follow up action taken been taken?		
Administration	Findings	Action required
At administration has the MAR been signed by the member of staff administering the medication?		
Do the instructions on the MAR agree with the dosage administered according to the CD register?		
Has the CD register, and MAR chart been signed by the same two members of staff who administered the medicine?		