

Storage of Medicines Audit

Instructions:

1. Conduct audit at a time when a drug round is not taking place.
2. Some areas may not be relevant to all care homes e.g. oxygen.
3. Complete the 'Action required' column including realistic target dates.
4. Re-audit as necessary.

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

General	Findings	Action required
Are all medication storage areas clean, tidy and well organised?		
Is the temperature of all areas where medicines are stored suitable and recorded and monitored? Maximum temperature 25°C		
Are there any medicines not stored in a locked cupboard?		
If applicable, when not in use, is the medicines trolley kept locked and secure?		

Are keys and medicine storage facilities restricted to authorised members of staff only? If there are duplicate keys, are they stored safely?		
Are there any medicines not yet put away following a pharmacy delivery?		
Is all stock (including nutritional supplements, dressings and ostomy products) stored off the floor at all times?		
All storage areas including drug trolleys, fridge, CD cupboard and dressing's area etc. Repeat for all areas where medicines are stored	Findings	Action required
Are all medicines storage areas kept locked?		
Are internal and external medicines separated from each other?		
Are all medicines in date?		
Is there evidence of stock rotation? e.g. where the patient has more than one bottle/box of the same medicine?		
Is the stock level appropriate?		

No more than approximately a month's supply in stock of when required medicines and inhalers, insulins, creams, dressings, appliances etc.		
Are all medicines labelled for an individual resident?		
Are all labels legible?		
Are there any handwritten changes to labels?		
Is each item labelled on the container and not just the outer box? ▶ Check labels are on tubes of creams and not just the box.		
Do labels have 'date of opening' written on them where appropriate? ▶ Check eye drops		
Is there a patient information leaflet (PIL) available for each medicine prescribed for the resident?		
Are there any loose tablets/capsules or foil strips in storage areas?		
If homely remedies are used, are they stored separately from other medication?		

Fridge	Findings	Action required
Is there a lockable fridge or lockable container within the fridge?		
Is the fridge (or lockable container) locked?		
Is there a maximum - minimum thermometer in the fridge?		
Is the maximum, minimum and current fridge temperature recorded and monitored on a daily basis?		
If the temperature was outside range what action was noted?		
When was the fridge last cleaned and defrosted?		
Are internal and external medicines separated from each other in the fridge?		
<p>Check labels of all products in the fridge.</p> <p>▶ Are there any medicines stored in the fridge that do not need to be stored there?</p>		
<p>Do labels have 'date of opening' included where appropriate?</p> <p>▶ Check eye drops</p>		

Are there any out-of-date medicines in the fridge?		
Is there anything other than medication stored in the fridge?		
Waste medicines	Findings	Action required
<p>Are there any waste medicines awaiting disposal? If yes, consider actions to reduce waste in the future.</p> <p>NB Items that are still in date and still prescribed for a resident should be carried forward to the following month and not routinely discarded.</p>		
Are expired or unwanted medicines stored safely and apart from other medicines until returned to pharmacy or clinical waste company?		
Is a record made and retained by the home of all medicines sent for disposal?		
Residents' rooms	Findings	Action required
For residents who manage all their own medicines, are all medicines stored in a locked drawer/cupboard or alternatively as per their care plan?		

Are all medicines kept in the resident's room (e.g. inhalers, creams etc.) labelled specifically for that person?		
For creams etc. stored in residents' rooms are they stored safely and securely or if lockable storage is not available has a risk assessment been undertaken?		
Oxygen cylinders (if applicable)	Findings	Action required
Are oxygen cylinders stored appropriately? Upright and securely		
Are empty and full cylinders segregated within the storage area?		
Is a warning notice displayed at each location where oxygen is stored or in use?		
Are oxygen cylinders checked on a regular basis to ensure they are still in date?		

<p>Is documentation in place covering ordering, receipt, storage and removal of oxygen?</p> <p>Is there a procedure in place for informing the emergency services of the location of oxygen if they are required to attend in an emergency?</p>		
Emergency medicines (if applicable)	Findings	Action required
<p>Are medicines required for resuscitation or other medical emergencies stored in an accessible place, in tamper evident packaging, to enable them to be administered as quickly as possible?</p> <p>Are medicines required for resuscitation or other medical emergencies in date?</p> <p>Is there a procedure in place to regularly check expiry dates of emergency medicines?</p>		

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