

### Care home visit checklist

The following list may be used by the community pharmacist / technician or health board pharmacist / technician when undertaking a care home visit.

Care home name			
Completed by		Date	

√	Area to be checked	Comments
	Check CD register and quantities.	
	Check for overstocks.	
	If on eMAR, check for stock that will run out before end of the cycle.	
	Running totals of medicine liable to abuse kept.	
	Medicine stock rotated and expiry dates checked and recorded.	
	Procedure for recording disposal of unused and expired medicine / clinical waste.	
	Medicine room temperature checked and recorded daily (below 25°C).	
	Maximum and minimum fridge (2°C to 8°C) temperatures recorded daily and the thermometer reset after each recording.	
	Segregation of internal and external medicine.	

## All Wales Medicines Strategy Group

√	Area to be checked	Comments
	CD stock levels checked regularly.	
	All entries in CD register countersigned.	
	BNF available and not more than 1 year old (or access to e-BNF available).	
	Creams, ointments and eye drops/ointments have the date opened recorded on the bottle or tube.	
	Fridge items being administered and stored outside the fridge have the date of opening on them.	
	All regular medicine has full dosing instructions on the MAR charts.	
	Alterations on MAR sheets are countersigned and dated by a second qualified member of staff after agreement with GP.	
	All relevant signatures (GP, care home and residents' representative) present on covert administration forms.	
	Consent form lists all medicine covered by the covert order.	
	Oversee at least part of a medicine's administration round.	