

In-house monthly medicine review

Staff member completing review: Date.....

Review criteria		Yes / No / N/A
1.0	General	
1.1	Were any medicine issues raised at the last regulatory inspection?	
1.2	If so, have they been addressed?	
1.3	Can a copy of the Handling of medicines in social care be produced?	
1.4	Are patient information leaflets available for all medicines?	
2.0	Receipt of medicine	
2.1	Is the receipt of medicines recorded on the MAR chart and signed?	
2.2	Are all medicines fully labelled with drug name, dispensing date and resident name?	
2.3	Are all medicines labelled with full directions? (Please note 'as directed' is not a suitable direction).	
2.4	Are multiple packs labelled individually?	
2.5	Are 'when required' medicines carried forward onto the new MAR chart when the new monthly cycle commences?	
3.0	Storage	
3.1	Are all medicines stored in a locked trolley/cupboard? If medicines are stored in a trolley, is it secured to a wall when not in use?	
3.2	Are the keys to the trolley/cupboard held by a designated person?	
3.3	Are the spare keys secure?	
3.4	Is there a suitable procedure for the handover of the keys between shifts?	
3.5	Are discontinued medicines stored and disposed of correctly?	
3.6	Are stock levels acceptable? Consider whether excess stock is evident.	
3.7	Is there a designated policy for dealing with medicines waste?	

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4.0	Refrigerated items	
4.1	Are appropriate items stored in a lockable fridge?	
4.2	Are maximum, minimum and actual fridge temperatures recorded daily?	
4.3	Are out of range fridge temperatures reported and acted on?	
4.4	Is the fridge clean, and a cleaning schedule in place?	
5.0	Controlled drugs (CD)	
5.1	Are all CDs are stored in a separate, locked metal cabinet that complies with the misuse of drugs safe storage requirements?	
5.2	Are CDs only stored in the CD cabinet?	
5.3	Are the keys to the CD cabinet stored in a safe location?	
5.4	Is there a spare set of keys? If so, state where they are kept:	
5.5	Is there a CD register in place?	
5.6	Does the CD register conform to current specification?	
5.7	Is there a written procedure for the ordering, receipt, administration and disposal of CDs in the home?	
5.8	Does the CD stock in the cabinet match the records amount in the CD register?	
5.9	Are there two staff signatures for every entry in the CD register?	
5.10	Are CD stock levels checked at every administration?	
5.11	Are CD balances counted, checked and signed for at each shift handover?	
5.12	Are all CD records up to date?	
5.13	Are all CD's disposed of correctly? In doom kits?	
5.14	Is the administration of CDs recorded on the MAR chart and in the CD register?	
6.0	Homely remedies	
6.1	Is there a homely remedies policy in place, signed by GP, pharmacist and manager?	
6.2	Does the homely remedies policy cover all homely remedies used?	
6.3	Are homely remedies administered recorded on the MAR chart?	

7.0	Oxygen	
7.1	Do any residents currently use oxygen? If no, move on to section 8.0	
7.2	Is it supplied to the resident individually?	
7.3	Are empty cylinders returned?	
7.4	Is the oxygen stored appropriately and appropriate warning signs displayed?	
8.0	Labelling & safe administration of medicines	
8.1	Are all administration instructions on the MAR charts clear enough to ensure accurate administration?	
8.2	Does every resident have a MAR chart?	
8.3	Are MAR charts legible and completed correctly at the time of administration?	
8.4	Where a medicine is prescribed at a variable dose, is the actual quantity given recorded on the MAR chart?	
8.5	Are correct codes used to explain missing doses?	
8.6	Is the prescriber informed after an agreed number of doses have been recorded as refused?	
8.7	Do stock levels match those calculated on MAR charts?	
8.8	Is the pharmacy informed of any changes to a resident's medicine?	
8.9	Is the medicine always administered directly from a labelled container supplied by the pharmacy?	
8.10	If monitored dosage systems (MDS) are used, are they being used appropriately?	
8.11	Are named and dated photographs available for all residents?	
8.12	Are there appropriate allergy alerts on necessary charts?	
8.13	Is there a policy in place for safe and appropriate medicine administration?	
8.14	Are the application of all dressings recorded?	
8.15	Are expiry dates checked regularly?	
8.16	Are all short life medicines dated on opening?	
8.17	Is an up to date BNF available within the care home?	

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Questions answered 'No'	Action to be taken and time limit	Date completed

Managers name	Signature	Date

Comments