



Weekly Medication Audit

Service User: _____

Completed By: _____

Date: _____

Audit Guidance:

This audit has been devised to enable you to review the critical systems and processes in place around the Receipt, Administration, Recording and Returning of Medication to ensure these are appropriate and effective. Please ensure you:

1. Complete an audit for each service user who requires support with medication.
2. Select the MAR sheet, medication and health appointment sheets/medical notes for the service user.
3. Assess these against the attached criteria to determine if you are compliant in each area – and tick the appropriate column.
4. The Yes box must only be ticked if items audited are compliant.
5. If you feel the criteria is not applicable for the Service User whose medication you are auditing, tick the N/A box and record the reason why.
6. Actions and timescales must be recorded for all non-compliant areas.
7. When each action has been completed, these must be reviewed with, and signed off by, your Manager. Record the date of sign off in the appropriate column.

List (or attach) the files audited:

Medication	Audit Criteria	Yes	No	N/A	Action required (or reason for N/A)	Timescales	Manager Sign-off Date
1. Check Blister pack or original dispensing packages	All medication has been taken from the blister pack to date.						
	All medication has been taken from non blistered medication i.e. tablet counts tallies to medication recorded as administered.						
2. A MAR sheet is in place for the service user	All medication administered has been recorded on the MAR sheet correctly using staff initials or correct code.						
	All medication left over from previous month has been carried forward to current MAR sheet.						
	Reasons for administration of PRN medication is recorded on the back of the MAR sheet.						
	All medication which has been returned to pharmacy been recorded on MAR sheet.						
3. PRN medication and non blistered medication	PRN and/or non blistered medication stock check recording sheets are in place.						
	PRN medication is being counted and recorded as required.						
	All non blistered medication is being counted and recorded.						
4. Discrepancies	Have discrepancies been reported to your manager?						
	Has an incident report been completed for discrepancy?						
5. Health appointment sheets/medical notes	Have there been any changes to the service user's medication?						
	Have these changes been recorded on the MAR sheet?						
	Are any follow up appointments needed?						
	Are these recorded in service user's diary?						