

Supporting Care Homes

Controlled Drug Audit

Instructions:

1. Collect CD register and a MAR chart for a service user who has been administered a CD.
2. Complete audit.
3. Complete the 'Action required' column including realistic target dates.
4. Re-audit as necessary.

Information: All CDs related incidents

Date:

Completed by:

The CD cabinet	Findings	Action required
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? <ul style="list-style-type: none"> • No more than approximately a month's supply in stock. 		
Are there any out-of-date medicines in the CD cupboard?		
Are drugs awaiting destruction clearly segregated from other stock in the <ul style="list-style-type: none"> • Expired drugs or drugs no longer required by the resident. 		
Is there anything else stored in the cupboard that should not be there? <ul style="list-style-type: none"> • Money or valuables. See final section on just in case bags. 		
Are the CD cupboard keys kept separately from general keys?		

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	Findings	Action required
Is there a separate page in the CD register for each drug, each formulation, each strength and each resident?		
Are all entries complete, clear and legible? This should include name and form of drug, quantity of stock, date received, resident name, date, time, quantity supplied, signature of person administering drug, signature of witness and remaining balance.		
Are all entries supported by two signatories?		
If applicable, are any amendments in the CD register annotated with footnotes (initialled and dated) rather than crossing out?		
If crossing out is found, has follow up action taken been noted?		
Are all stock balances correct?		
Is there a record of all CDs that have been destroyed (nursing) or returned to pharmacy (personal care)?		
Administration	Findings	Action required
At administration has the MAR chart been signed by two members of staff?		
Has the CD register been signed by the same two members of staff who administered the medicine?		

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Just in case bags or boxes (JICB)	Findings	Action required
<p>JICBs will contain items that are CDs. Are all CD items stored in CD cabinet?</p> <ul style="list-style-type: none"> If sufficient room the entire JICB could be stored in the CD cupboard. 		
<p>Are all CD items in the JICB entered into the CD register?</p>		

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Please visit our website for more information: <https://www.westhampshireccg.nhs.uk/medicines-in-care-homes>

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