

Supporting Care Homes

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 eg oxygen.
3. Complete the 'Action required' column including realistic target dates.
4. Re-audit as necessary.

Date:

Completed by:

General	Findings	Action required
Is the temperature of all areas where medicines are stored suitable? And recorded and monitored? <ul style="list-style-type: none"> • Maximum temperature 25°C 		
Are there any medicines not stored in a locked cupboard?		
If applicable, when not in use, is the medication trolley kept locked and secure?		
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 dressings area etc. Repeat for all areas where medicines are stored	Findings	Action required
Are all medication storage areas kept locked?		

All storage areas including drug trolleys, fridge, CD cupboard and dressings area etc. Repeat for all areas where medicines are stored continued	Findings	Action required
Are internal and external medicines separated from each other?		
Are all medicines in date?		
Is there evidence of stock rotation?		
<p>Is the stock level appropriate?</p> <ul style="list-style-type: none"> No more than approximately a month's supply in stock of when required medicines, inhalers, insulins, creams, dressings, appliances, etc 		
Are all medicines labelled for an individual patient?		
Are all labels legible?		
Are there any handwritten changes to labels?		
<p>Is each item labelled on the container and not just the outer box?</p> <ul style="list-style-type: none"> Check labels are on tubes of creams and not just the box. 		
<p>Do labels have 'date of opening' written on them where appropriate?</p> <ul style="list-style-type: none"> Check eye drops 		
Is there a patient information leaflet (PIL) available for each medicine prescribed for the service user?		
Are there any loose tablets/capsules or foil strips in storage areas?		

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?		
Are the maximum, minimum and current fridge temperatures 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> <ul style="list-style-type: none"> Are there any medicines stored in the fridge that do not need to be stored there? 		
<p>Do labels have 'date of opening' included where appropriate?</p> <ul style="list-style-type: none"> Check eye drops 		
Are there any out-of-date medicines in the fridge?		
Waste medicines	Findings	Action required
Are there any waste medicines awaiting disposal? If yes, consider actions to reduce waste in the future.		

Waste medicines continued	Findings	Action required
Are expired or unwanted medicines stored safely and apart from other medicines until returned to pharmacy or clinical waste company?		
Is a record made of all medicines sent for disposal?		
Residents' rooms	Findings	Action required
For residents who manage all their own medicines, are all medicines stored as in their care plan?		
Are all medicines kept in the resident's room (eg inhalers, creams etc) labelled specifically for that person?		
Oxygen cylinders (if applicable)	Findings	Action required
Are oxygen cylinders stored appropriately? <ul style="list-style-type: none"> • 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?		

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Review date: July 2021

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

With special thanks to NHS Northern, Eastern and Western Devon Clinical Commissioning Group NHS South Devon and Torbay Clinical Commissioning Group for sharing this resource

Quality services, better health

