

Medication Management & Administration Audit

Category: Clinical Safety

A detailed audit to verify safe management of medicines in line with NICE guidelines (SC1) and CQC Regulation 12. Covers storage, administration, records (MAR charts), and controlled drugs.

1. Storage & Security

- ☐ Is the medication room/cupboard locked when not in use?
- ☐ Is the medication fridge temperature recorded daily (range 2-8°C)?
- ☐ Are Controlled Drugs (CDs) stored in a compliant CD cabinet?
- ☐ Are keys kept securely by authorised staff only?
- ☐ Are open dates recorded on liquids, creams, and eye drops?

2. Administration Records (MAR Charts)

- ☐ Is there a photograph of the resident on the MAR chart?
- ☐ Are allergies clearly recorded (or 'No Known Allergies' stated)?
- ☐ Are all doses signed for immediately after administration?
- ☐ Are codes used correctly for non-administration (e.g., refused, hospitalised)?
- ☐ Are handwritten entries signed and witnessed by a second staff member?

3. Controlled Drugs (CDs)

- ☐ Is the CD register accurate and up-to-date?
- ☐ Are CD balances checked and recorded at shift handovers?
- ☐ Are two signatures present for all CD administration and receipt?
- ☐ Is the disposal of CDs witnessed and recorded correctly?

4. Staff Competency

- ☐ Have all staff administering medication completed annual competency assessments?
- ☐ Is there a list of staff authorised to administer medication?
- ☐ Are staff aware of the procedure for reporting medication errors?

Care Compliance System

Completed By: _____

Date: _____

Signature: _____