**<INSERT ORGANISATION NAME> AUDITING MEDICATION RECORDS CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AUDITING MEDICATION RECORDS CHECKLIST** | | | | | |
| Use the below information to explain to staff what you will audit and how you will do this. | | | | | |
| **What to check:** | **Record reviews** | **Observation** | **Competency and other tests** | **Interviews – staff or service user** | **Supervision and appraisals** |
| If staff have looked at the care plan before giving medication. |  | ✓ |  | ✓ | ✓ |
| Whether managers have compiled the MAR and other sheets in the right way. | ✓ | ✓ | ✓ |  | ✓ |
| If staff have noticed and reported any anomalies in the MAR. | ✓ |  |  | ✓ |  |
| Whether staff have completed the MAR correctly following administration. | ✓ | ✓ | ✓ |  |  |
| That staff have completed the PRN sheets in the correct way. | ✓ | ✓ | ✓ |  | ✓ |
| That staff have used codes correctly. | ✓ | ✓ | ✓ |  |  |
| Whether daily diaries reflect medication given including the use of any codes. | ✓ | ✓ |  |  | ✓ |
| If there have been any medication errors or omissions. | ✓ |  |  | ✓ |  |
| If there have been any medication accidents or incidents. | ✓ |  |  | ✓ |  |
| Whether there have been any complaints about medication administration. | ✓ |  |  | ✓ |  |
| If staff are happy with the way they have to give medication. |  |  |  | ✓ | ✓ |
| If service users are happy with the medication assistance they receive. | ✓ |  |  | ✓ |  |