



# MAR Sheet Recording Checklist

Both paper-based and electronic medicines administration records (MAR) need to be accurate and complete. Use this handy checklist to make sure that any records you make about the administration of medicines are done correctly to keep the people you support safe.

## Are my records....

- Legible?
- Clear and accurate?
- Free of jargon (words that other people won't understand?)
- Free of abbreviations (that might be misunderstood by others)?
- Completed immediately after the person has taken the medicine?
- Signed?

## Have I indicated...?

- The correct date and time the medicine was taken?
- How many tablets were given if it is a variable dose?
- With the appropriate code and explanation if a medicine is not administered?



## Have I considered the 6 Rights of Administration?

- Right person
- Right medicine
- Right dose
- Right time
- Right route
- Right to refuse

For more information about how to handle medicines safely, contact one of our friendly team:

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