OPUS Audit Checklist for Schools

Read the checklist below to check you have all the elements listed available to evidence your good medicines practices when an OPUS Pharmacist comes to complete your medicines audit.

Background Information

- ☑ Type of school
- ☑ Number of pupils
- ☑ Number of pupils needing medicines support

Supply of Medicines

- ☑ Medicine labels
- ☑ Expiry dates (prescribed, non-prescribed meds, dressings, test strips, etc)
- ☑ Containers dated on opening
- ☑ Quantities of medicines available

Storage

- ☑ Locked cupboards
- ☑ Key security
- ☑ CDs
- ☑ Fridges
- ☑ Temperature records
- ☑ Emergency medicines accessible (salbutamol, adrenaline auto-injectors, buccal midazolam)

Returning Medicines

- ☑ Record of disposal
- ☑ Storage of medicines awaiting return

Administration

- ☑ MARs/ EMARs / Medicines records
- ☑ PRN protocols
- ☑ Individual Healthcare Plans (IHCP)
- ☑ In-out log
- ☑ Covert administration
- ☑ Parental consent forms
- ☑ Signature list

OPUS Audit Checklist for Schools

Controlled Drugs (CDs)

- ☑ Storage of CDs
- ☑ CD register
- ☑ CD stock

Emergency Procedures

- ☑ Medicines policy and procedures for medicines including:
  - emergency salbutamol inhaler (policy, storage)
  - adrenaline auto-injectors (policy, storage, date)
  - buccal midazolam (policy, storage, training)

Non-Prescribed Medicines

- ☑ Appropriate policy
- ☑ Non-prescribed medicines records
- ☑ Storage of non-prescribed medicines
- ☑ Parental consent
- ☑ Homely remedies or OTC medicines that are sent in by parents

Training

- ☑ Training records
- ☑ Competency assessments

Medicines Policy

- ☑ Clear, accessible medicines policy
- ☑ Stepwise procedures available to all staff
- ☑ Relevant paperwork

Medicines Errors and Incidents

- ☑ Documentation recording any errors, incidents and near misses
- ☑ Evidence of errors being reviewed, actioned, and used for learning purposes