OPUS
EXPERTS IN MEDICINES TRAINING

Pupil-Centred Medicines Audit for Schools

Name of Service

Date

Medicines Audit

Introduction

How to use this audit tool

This audit considers in detail, questions that are specific to the medicines administration and recording of administration for a specific pupil.

As this audit contains a number of questions, it may not be reasonable to audit the records of several pupils in one go.

As a recommendation, this audit could be used as an in-depth spot-checking tool over a period of time determined by the school (for example, on a monthly basis).

Each column going down the audit relates to one pupil (for example - All responses in the Column, 'Pupil 1', should relate to the same pupil).

Please add any additional items that you assessed during this audit. This could be anything that requires further observation, checking or anything that needs to be followed up in the next audit.

Remember: Audits can and should be used to evidence and highlight good practice as well as identifying areas where changes and improvements may be required.

Enter a "Y" for compliance.	No further action required
Enter "N/A" If not applicable.	No further action required
Enter a "N" for non-compliance.	Further action required

Keep a copy of all completed audits. This can be used as evidence for future internal audits, regulatory inspections or local authority monitoring visits.

Contents

A. Medicines Support

Medicines Support		"Y"= Compliance. "N"= Non-compliance. N/A = Not applicable									
	Please enter initials of Pupil for whom this audit applies. For Example - "Pupil 1 - EG"	**Pupil 1**	**Pupil 2**	**Pupil 3**	**Pupil 4**	**Pupil 5**	**Pupil 6**	**Pupil 7**	**Pupil 8**	**Pupil 9**	**Pupil 10**
A1	Is a parental consent form in place for the administration of prescribed and/ or non-prescribed medicines?										
A2	If the pupil has a long-term medical condition, has an Individual Health Care Plan (IHCP) been drawn up?										
A3	Does the IHCP contain information about any allergies the pupil may have, including the type and severity of the reaction?										
A4	If the pupil self-administers their medicines, has a risk assessment been completed and were the parents and/ or healthcare professional involved in this assessment?										
A6	Has a risk assessment been carried out and is there a plan available for medicines the pupil needs when they are away from school (e.g., on school trips, sporting activities, off site visits)?										

Additional Comments

B. Supply and Receipt of Medicines

Supply & Ordering of Medicines		"Y"= Compliance. "N"= Non-compliance. N/A = Not applicable									
Please enter initials of Pupil for whom this audit applies. For Example - "Pupil 1 - EG"		Pupil 1	Pupil 2	Pupil 3	Pupil 4	Pupil 5	Pupil 6	Pupil 7	Pupil 8	Pupil 9	Pupil 10
B1	Is there at least 3 days medicine supply?										
B2	Have any issues with ordering and supply of medicines been resolved with the parent/GP or pharmacy (as appropriate)?										
B3	Are medicines received in appropriate, pharmacy labelled containers with clear, unambiguous instructions (for example, there are no 'as directed' dose instructions)?										
B4	Is a patient information leaflet (PIL) available for each medicine?										

Additional Comments

C. Storage of Medicines

| Storage of Medicines | "Y"= Compliance. "N"= Non-compliance. N/A = Not applicable | | | | | | | | | |
Please enter initials of Pupil for whom this audit applies. For Example - "Pupil 1 - EG"	Pupil 1	Pupil 2	Pupil 3	Pupil 4	Pupil 5	Pupil 6	Pupil 7	Pupil 8	Pupil 9	Pupil 10
C1 Are medicines stored in a designated area which is safe and secure and solely used for medicines?										
C2 Where a pupil has more than one bottle/box of the same medicine, are the medicine label instructions the same on all the containers, is the stock in date and is stock being rotated appropriately?										
C3 Are labels on liquids clean and easy to read (i.e. no spillage)?										
C4 Are dates of opening clearly recorded on medicines that have 'once opened' expiry dates (for example, eye/ nose/ ear drops, creams, some liquids)?										
C5 Are all currently used medicines in date?										
C6 Are medicines requiring refrigeration stored appropriately?										
C7 Are emergency medicines (for example, buccal midazolam for seizures or adrenaline auto-injector pens for a severe allergic reaction) easily accessible at all times (including when the pupil is away from the school)?										

Additional Comments

D. Medicines Administration

Medicines Administration		"Y"= Compliance. "N"= Non-compliance. N/A = Not applicable									
	Please enter initials of Pupil for whom this audit applies. For Example - "Pupil 1 - EG"	**Pupil 1**	**Pupil 2**	**Pupil 3**	**Pupil 4**	**Pupil 5**	**Pupil 6**	**Pupil 7**	**Pupil 8**	**Pupil 9**	**Pupil 10**
D1	Are staff signatures on MARs clear so that the staff member administering can be identified?										
D2	Are prescribed medicines administered only from labelled containers supplied by the pharmacy?										
D3	Are all directions clear and unambiguous?										
D4	Has information about the name, strength, formulation and dosage instructions of the medicine on the medicine label been correctly copied onto the MAR?										
D5	Are all refusals or non-administration of medicines recorded and reported back to the parents on the same day/ in line with the IHCP?										
D6	Does the number of/ amount of prescribed medicine (tablets/ liquids/ patches etc) remaining tally with the MAR?										
D7	Are PRN medicines being administered according to a PRN protocol?										

Additional Comments

E. Management of Controlled Drugs

Management of Controlled Drugs		"Y"= Compliance. "N"= Non-compliance. N/A = Not applicable									
	Please enter initials of Pupil for whom this audit applies. For Example - "Pupil 1 - EG"	**Pupil 1**	**Pupil 2**	**Pupil 3**	**Pupil 4**	**Pupil 5**	**Pupil 6**	**Pupil 7**	**Pupil 8**	**Pupil 9**	**Pupil 10**
E1	Are CDs stored safely in a non-portable container where only named staff have access?										
E2	Does the CD register contain a separate page for each CD prescribed for the pupil and is the index up to date?										
E3	Does the register contain clear, legible and complete records of the receipt, administration and disposal of CDs?										
E4	When CDs are administered and witnessed, are MARs and the CD register being signed by the same two members of staff?										
E5	Does the register contain running balances of CDs, and do stock levels tally up with the recorded balance?										
E6	If there is a discrepancy or the balance is incorrect in the CD register, has this been reported to and investigated by the line manager/ designated person?										

Management of Controlled Drugs		"Y"= Compliance. "N"= Non-compliance. N/A = Not applicable									
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E7	Are alterations to CD entries annotated with footnotes (initialled and dated) rather than by crossing out?										

Additional Comments

F. Disposal of Medicines

Disposal of Medicines		"Y"= Compliance. "N"= Non-compliance. N/A = Not applicable									
Please enter initials of Pupil for whom this audit applies. For Example - "Pupil 1 - EG"		**Pupil 1**	**Pupil 2**	**Pupil 3**	**Pupil 4**	**Pupil 5**	**Pupil 6**	**Pupil 7**	**Pupil 8**	**Pupil 9**	**Pupil 10**
F1	Are medicines awaiting disposal stored safely and securely and are they separated from medicines in-use?										
F2	Are appropriate records (pupil's name, medicine, quantity, date of disposal) maintained of all medicines that are disposed of?										

Additional Comments

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G. Non-Prescribed Medicines

Non-Prescribed Medicines Sent in by Parents		"Y"= Compliance. "N"= Non-compliance. N/A = Not applicable									
Please enter initials of Pupil for whom this audit applies. For Example - "Pupil 1 - EG"		**Pupil 1**	**Pupil 2**	**Pupil 3**	**Pupil 4**	**Pupil 5**	**Pupil 6**	**Pupil 7**	**Pupil 8**	**Pupil 9**	**Pupil 10**
G1	Has written parental consent been given for the administration of any non-prescribed medicine?										
G2	Is administration of non-prescribed medicines by staff recorded?										
G3	When the pupil is administered a non-prescribed medicine, is this reported back to the parents on the same day?										

Additional Comments

Homely Remedies (Boarding and Residential Schools Only)		"Y"= Compliance. "N"= Non-compliance. N/A = Not applicable									
Please enter initials of Pupil for whom this audit applies. For Example - "Pupil 1 - EG"		**Pupil 1**	**Pupil 2**	**Pupil 3**	**Pupil 4**	**Pupil 5**	**Pupil 6**	**Pupil 7**	**Pupil 8**	**Pupil 9**	**Pupil 10**
G4	Are there separate records of: 1) homely remedy stock (including, purchase, and running balance) 2) administration/ supply to the pupil?										
G5	Are homely remedies only being given for the length of time specified in the homely remedies policy (for example, up to 2 days) after which the GP is contacted?										

Additional Comments

Actions to be taken based on observations and findings from audit		
Date	**Additional Comments/ Actions Required***	**Staff Signature**

* Where areas for improvement have been identified, indicate the actions that will need to be taken to improve the situation. For example, provide detail around questions such as:

- What will you monitor/ what actions will you take?
- How long will you monitor this for?
- Where will you record what you monitor (for evidence)?
- When will you review the progress?

Please note: You may need to detail this information on a separate document if the space provided in this this audit tool is limited.

Pupil X [Initials]	Date of Audit	Name of Auditor (Print Name)
Pupil 1 [ ]		
Pupil 2 [ ]		
Pupil 3 [ ]		
Pupil 4 [ ]		
Pupil 5 [ ]		
Pupil 6 [ ]		
Pupil 7 [ ]		
Pupil 8 [ ]		
Pupil 9 [ ]		
Pupil 10 [ ]		