

Weekly Medication Checklist

The purpose of this checklist is to support the regular review of an individual's medicines management arrangements and needs. It is recommended that the checklist be completed weekly, or at a frequency specified by the service provider. The checklist can also be used to evidence medication audit as part of 'resident of the day' or similar review.

Care home:			
Resident name:		Room number:	

Week commencing:				
Is there an up-to-date photo, list of allergies, and details of special administration requirements (if appropriate)?				
Are all currently prescribed medicines listed on the MAR chart? (Check against repeat list from the GP surgery)				
Have all hand-written or equivalent entries or charts prepared within the care home been checked and signed as correct by a second person? (Ideally from a copy of the prescription or dispensing token)				
Is the administration of all regular medication accounted for? (Signature confirming administration or appropriate non-administration code, and no gaps for regular medicines on the MAR chart)				
Have the correct non-administration codes been used, and is there an appropriate explanation for all medication not administered?				
Is there a when-required (PRN) care plan or protocol in place to support the use of PRN and variable-dose medicines?				
Have PRN medicines been administered/offered, and signed for according to the medication policy? Is the amount administered, the reason for administration, and the outcome recorded?				
Is there a specific chart in place to evidence the use of topical medicines or patches? If yes, is this referenced on the main MAR chart? (For example, a topical MAR chart with a body map)				
Are there specific charts to record monitoring of medicines such as warfarin (INR and dose), or blood glucose monitoring? If yes, is this referenced on the main MAR chart?				
Are all medicines available and in date?				
Are medicines with a reduced expiry date after initial opening annotated with a date of opening? (For example, eye drops, some liquid medicines)				
Is a pharmacy label attached to all <u>prescribed</u> medicines? (If on the outer box only, ensure this is not disposed of.)				
Does the stock remaining tally with the quantity on the MAR chart? (i.e. the stock received plus any stock remaining, minus the quantity administered so far)				
Are all controlled drug records up-to-date and correct, including the correct balance recorded, and two signatures for all entries?				
Audit undertaken by:				

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