Medicines Administration Record (MAR) Chart Audit

|  |
| --- |
| **Instructions:** |
| 1. It is recommended that this audit is completed monthly. 2. Conduct audit in the last week of medication cycle to give at least 3 weeks of administration records. |
| 3. Collect 5 MARs and complete audit. |
| 4. If MARs collected do not cover all aspects (e.g. a ‘when required’ medicine) please select another MAR to audit this area. |
| 5. If no MARs cover all aspects (e.g. no one taking warfarin) consider re-auditing when possible. |
| 6. Complete the ‘Action required’ column including realistic target dates. |
| 1. Re-audit as necessary. 2. Store the completed audits for a period of 2 years and ensure that they are available for review by relevant personnel e.g. pharmacy staff, CQC, local authority staff, etc.   Completed by: Name: …………………………………… Signature: ……………………………….. Job Title: ………………………….……..................…….. Date: ……………………… |

|  |  |  |
| --- | --- | --- |
| **General** | **Findings** | **Action required** |
| Does the MAR include the full name and date of birth of the resident? |  |  |
| Has a black pen been used for completion of MARs? |  |  |
| Is the start date correct on the MARs? |  |  |
| Are drug allergies/intolerances recorded or ‘no known drug allergy’ noted? If the type of reaction experienced is known this should also be recorded or stated as ‘type of reaction not known’ |  |  |
| Do these match the allergies recorded in the resident's notes? |  |  |
| Is there an early morning section on the MAR to sign for medication which is administered before breakfast (e.g. alendronic acid, levothyroxine, lansoprazole)? |  |  |

|  |  |  |
| --- | --- | --- |
| Do the timings for administration state early morning, morning, lunch, teatime and bedtime rather than specific times e.g. 9am (excluding time specific medication)? |  |  |
| Is there a record of the medicines received and the quantity noted on the MAR and is this entry signed and dated? |  |  |
| Has the quantity of any ‘when required’ items not ordered this cycle and carried forward been noted on MAR? |  |  |
| Are other items such as creams, inhalers, nebules etc. carried forward to next month and not routinely disposed of? |  |  |
| Does the number of tablets left match the balance expected from the MAR? |  |  |
| Are the MAR pages labelled correctly? Page 1 of 2, 2 of 2 etc? |  |  |
| **Medication details** | **Findings** | **Action required** |
| Does the MAR match the record of current medication in the resident's notes? |  |  |
| Do the medicine labels match the MAR directions? |  |  |
| Are all medicines prescribed for the resident in stock? |  |  |
| Is the MAR an accurate reflection of all medication that the patient is currently taking, including homeopathic, over the counter, medication supplied by hospital, medication administered by District Nurses? |  |  |

|  |  |  |
| --- | --- | --- |
| Does all medication detail the strength, form, dose, how often it is given and route of administration? |  |  |
| Are there any medications listed that the patients are no longer using e.g. dressings no longer in use, ‘when required’ items no longer needed? |  |  |
| Are there any items duplicated? |  |  |
| Are all directions clear on the MAR (e.g. areas of application for creams, right or left eye specified for eye drops)?  ‘As directed’ is not acceptable |  |  |
| Do all directions for ‘when required’ medicines include frequency of administration, maximum dose within 24- hour period and indication? |  |  |
| Is there supplementary information in place e.g. ‘when required’ and ‘variable dose’ forms to guide the care home staff when to give ‘when required’ and ‘variable dose’ medication? |  |  |
| Are supplementary forms in place to guide staff regarding the application of creams (e.g. body maps)? |  |  |
| Have any entries been amended rather than crossed through and re-written? Any mid-cycle changes should be clear and accurate. |  |  |
| If there are any hand-written additions to the MAR are these written clearly, signed, dated and countersigned? |  |  |

|  |  |  |
| --- | --- | --- |
| **Administration records** | **Findings** | **Action required** |
| Is there a record of signatures and initials at the beginning of each medication file of staff (including agency staff) authorised to give medication? |  |  |
| Are all signatures clear so that the staff member can be identified? |  |  |
| Has the MAR been signed immediately after administration by the staff member administering the medication? |  |  |
| Are there any gaps on the MAR i.e. missing signatures or non-administration codes? |  |  |
| Where supplementary charts for recording administration are in place e.g. thickener charts, topical charts, patch charts etc. are these completed? |  |  |
| Where supplementary administration record charts are in place, is there information on the MAR to direct staff to sign for administration on the supplementary chart? |  |  |
| Is it clear on the MAR that medication containing paracetamol is given with at least a four-hour gap? Times of administration can be recorded on the MAR or a supplementary form can be used. |  |  |
| Where there is a variable dose e.g. take 1 or 2, is the amount administered recorded? |  |  |
| Are eye drops given at different times of day or with at least a 5-minute gap between drops? |  |  |

|  |  |  |
| --- | --- | --- |
| Is the reason and outcome of administration of ‘when required’ medicines recorded? This may be in the care plan. |  |  |
| Is the reason for any non-administration recorded appropriately? i.e. correct code on MAR. |  |  |
| Has the administration of all external preparations e.g. creams been signed for? |  |  |
| Has the use of homely remedies been recorded appropriately? |  |  |
| **Warfarin** | **Findings** | **Action required** |
| Is the yellow book stored with the MAR? |  |  |
| Are all the details in the general information section of the yellow book completed? |  |  |
| Do all the doses on the MAR match the doses specified in the yellow book for the audit period? |  |  |
| Is the current dose marked clearly in milligrams on the MAR (i.e. not number of tablets)? |  |  |
| Has it been necessary to break any warfarin tablets in half in order to administer the prescribed dose?  Warfarin tablets should not be broken in half. |  |  |
| Is the date of next INR blood test noted on the MAR and yellow book and/or in a diary? |  |  |
| Is the warfarin supplied in boxes rather than in a multi- dose system? |  |  |