

**Ward:**  **Year: \_\_\_\_**

**Checking the S8/S11 Registers for Compliance**

* + - * + S8 & S11 Registers need to be checked on a monthly basis for compliance by the NUM/MUM/or delegate and +/- Pharmacist (if time permits). In areas where there is no clinical pharmacy service the compliance must still be checked by the NUM/MUM or delegate
        + Action items need to be actioned by the next audit to avoid repetitive errors
        + One audit form can be completed for all S8 & S11 registers
        + The audit sheet must be kept in the ward/area by the NUM/MUM for future reporting



**Guide to Completing Schedule 8 & 11 Drug Registers**

**These registers are legal documents. Legislative requirements are detailed in the *Drugs, Poisons and Controlled Substances Act 1981 and Regulations***

***2006****.* ***Procedure Medication (Drug) Prescription, Supply, Storage and Administration Procedure applies these requirements at WH.***

All S8 & S11 drugs must be managed by 2 authorised staff members as per procedure.

**When & how to make an entry in a S8 or S11 Register:**

 An entry is to be made in the Register when a S8 or S11 drug is used, discarded, received, supplied or stored.

 An entry is to be made when the transaction occurs (not after the event).

 Both persons recording an entry in the Register must sign and print their names. The printing of the names must be legible.

 All entries made in the Register must be in indelible ink (blue or black). Exception to this is the checked and correct entry (red) and the Pharmacy entries (purple).

Correction fluid is not to be used.

 Entries in the Register are not to be **obliterated, deleted or altered**.

 A discarded drug (amount/discard destination) is to be recorded in the comment section and initialled by both authorised persons.

 Incorrect entries or errors made at the time of entry should be corrected with a single line through the entry and initialled and dated by both authorised persons, and re-enter on the next line. An explanation should be written in the comment section.

 Transfer balances to next available page and complete ‘From page…...’ on the new page.

 The register is to remain at the location where the drugs are stored.

**If the actual balance on hand does not equate to the recorded balance in the Register then the discrepancy needs to be accounted for by using the Discrepancy**

**Flowchart in the WH Medication Procedure.**

Accounted for discrepancy:

 An entry is to be made in the Register to show the reason for the discrepancy and the balance is to be updated by making an entry on a new line.

 You may not alter anything that someone else has written and signed for.

Unaccounted for discrepancy:

 An entry is to be made in the Register to indicate that the discrepancy has not been identified but is being investigated. The balance is to be amended (see above)

to reflect the actual balance on hand and the discrepancy is to be reported.

**Checks of S8 and S11 drug inventory levels must be done:**

 By persons handing over control of the S8/S11 drugs (each outgoing shift) and by persons taking control of the S8/S11 drugs (each incoming shift).

 At any other time that drugs are being removed or placed in the Drug of Addiction cupboard.

 When a new page is commenced in the Register (balance carried forward).

**Transfer of S8 and S11 drugs between wards:**

 Drugs must be signed out by 2 authorised persons and then signed into the receiving ward by 2 authorised persons.

 The red transfer book must be completed

Additional information can be obtained from the WH Medication (Drug) Prescription, Supply, Storage and Administration Procedure

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| **Ward/Department:** | | | **Date:** | | |
| **Auditor/s Name/s & Title:** | | | | | |
| **Integrity** | | **Yes** | **No** | **Issues** | |
| Pages are intact (no pages missing) | |  |  |  | |
| Stickers are intact and stamps are used correctly | |  |  |  | |
| **Documentation** | | | | | |
| Page numbers are being transferred over | |  |  |  | |
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| Balance checked at change over of each shift (in red) | |  |  |  | |
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| All entries are legible | |  |  |  | |
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| **Please check:** | | | | | |
| Register and cupboard for non-imprest S8/S11 that are not required & return to pharmacy | | | | | |
| Remaining available pages & obtain a new register if less than 10 pages left | | | | | |
| That the ‘Interward/Intercampus Medication Transfer Book’ is being used for S4 borrowed drugs | | | | | |
| For documents to be returned to pharmacy for archiving (eg. "Requisition or Transfer of S8/S11 Drugs" between wards, "S8/S11 Stock Requisition" sheets) | | | | | |
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| Drug of addiction keys are kept isolated from other keys (red lanyard holds S8/S11/PCA keys) | |  |  |  | |
| **Please check:** | | | | | |
| Register and cupboard for non-imprest S8/S11 that are not required & return to pharmacy | | | | | |
| Remaining available pages & obtain a new register if less than 10 pages left | | | | | |
| That the ‘Interward/Intercampus Medication Transfer Book’ is being used for S4 borrowed drugs | | | | | |
| For documents to be returned to pharmacy for archiving (eg. "Requisition or Transfer of S8/S11 Drugs" between wards, "S8/S11 Stock Requisition" sheets) | | | | | |
| **Actions Required** (if answered "No" above)**:** | **Responsible Person(s):** | **Date due:** | | | **Completed:** |
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| **WH S8/S11 Register Audit** | | | | | |
| **Ward/Department:** | | | **Date:** | | |
| **Auditor/s Name/s & Title:** | | | | | |
| **Integrity** | | **Yes** | **No** | **Issues** | |
| Pages are intact (no pages missing) | |  |  |  | |
| Stickers are intact and stamps are used correctly | |  |  |  | |
| **Documentation** | | | | | |
| Page numbers are being transferred over | |  |  |  | |
| Balance carried forward (in red) | |  |  |  | |
| Balance checked at change over of each shift (in red) | |  |  |  | |
| Double signatures & printed/stamped names for all entries | |  |  |  | |
| All entries are legible | |  |  |  | |
| Patient name, UR & drug details (name, strength, form) are complete (in blue or black) | |  |  |  | |
| Entries are not obliterated or deleted, and the number of altered entries is not excessive | |  |  |  | |
| Incorrect entries have a line through them, are initialled & explained | |  |  |  | |
| **Discards** | | | | | |
| Correct documentation of discards in comment section (quantity, method of discard, two signatures/initials) | |  |  |  | |
| **S8/S11 cupboard & keys** | | | | | |
| Only S8 or S11 drugs are contained within the cupboard/safes | |  |  |  | |
| Drug of addiction keys are kept isolated from other keys (red lanyard holds S8/S11/PCA keys) | |  |  |  | |
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| **WH S8/S11 Register Audit** | | | | | |
| **Ward/Department:** | | | **Date:** | | |
| **Auditor/s Name/s & Title:** | | | | | |
| **Integrity** | | **Yes** | **No** | **Issues** | |
| Pages are intact (no pages missing) | |  |  |  | |
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| **WH S8/S11 Register Audit** | | | | | |
| **Ward/Department:** | | | **Date:** | | |
| **Auditor/s Name/s & Title:** | | | | | |
| **Integrity** | | **Yes** | **No** | **Issues** | |
| Pages are intact (no pages missing) | |  |  |  | |
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| **WH S8/S11 Register Audit** | | | | | |
| **Ward/Department:** | | | **Date:** | | |
| **Auditor/s Name/s & Title:** | | | | | |
| **Integrity** | | **Yes** | **No** | **Issues** | |
| Pages are intact (no pages missing) | |  |  |  | |
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| **WH S8/S11 Register Audit** | | | | | |
| **Ward/Department:** | | | **Date:** | | |
| **Auditor/s Name/s & Title:** | | | | | |
| **Integrity** | | **Yes** | **No** | **Issues** | |
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