Medication Inventory Record

Student's Name:						Date of Birth:		

Name of medication:		Dose:			Amount to be given:		Time to be given:	
		Dose:			Amount to be given:		Time to be given:	

Date	Starting Count	Given (Subtract)	Added (Add)	Wasted/ Returned* (Subtract)	Calculated Total	Current Count	Initials Counter	Initials Witness

*Document reason wasted or returned on the back of this form.

Medication Inventory Record

Medication Inventory Record

Print Name	Signature (WITH CREDENTIALS)	Initials (as used above)

Date	Medication Inventory Notes

Instructions for Completing of the Medication Inventory Record for Controlled Substances

Medication counts of controlled substances require two school employees. Both employees are responsible for verifying the medication counts. One employee performs the count while the other is present as a witness. The school nurse should be one of the employees performing the count.

When a controlled substance is <u>initially</u> received by the school, the school nurse and a second school employee acting as a witness, in the presence of the person bringing the medication to the school, should:

1. Complete the top portion of the form by entering the student's name, the name of the medication, the dose, amount of medication to be given, and the time that the medication should be given in the appropriate spaces. (There are two spaces for noting dosages and times because there may be occasions on which one medication is given more than one time during the school day.)
2. Enter the date in the **Date** column.
3. Count the number of medication units (pills, capsules, milliliters, etc.), verify the number of medication units by counting the medication twice.
4. Enter the number in the **Starting Count** column and **Current Count** column.
5. Draw a single line in all the other columns.
6. Initial the appropriate columns for counter and witness.
7. Complete the signature section.
8. Note the name, dosage, and amount of medication brought to the school on the back of the inventory form and ask the individual who brought the medication to the school to co-sign the note.

Medication counts for controlled substances should be verified at a minimum on a weekly basis.

The Medication Inventory Record should be kept with the student's Medication Administration Record and retained as a part of the student's health record per the school district's policy.

When performing a medication count:

1. Enter the date.
2. In the column labeled **Starting Count** enter the number in the previous **Current Count** column.
3. Tally the number of medication units given since the last count as noted on the student's Medication Administration Record and enter that number in the **Given** column.
   a. For most weekly counts the added and wasted numbers will be zero because additions and wastes should be entered on the actual date that medication was added or wasted.
4. Compute the **Calculated Total**
   a. [Calculated Total = (Starting Count) – (Given)].
5. Write the results in the **Calculated Total** column.
6. Count/measure the amount of medication on hand. This is the **Current Count**.
   a. The number in the **Calculated Total** column and the **Current Count** should be the same.
   b. If the numbers are the same, write the count in the **Current Count** column.
   c. If the numbers differ:
      i. Check to make sure that the number listed in the **Starting Count** column is the same as the previous **Current Count** total.
      ii. echeck math calculations, count the medications again, and check the student's medication record to determine if the number of doses noted as given appears to be accurate.
      iii. If a discrepancy still exists, write the count in the **Current Count** column and complete a Medication Discrepancy Report.

If the parent/guardian brings or sends medication to be added:

1. Complete a medication count (see instructions above).
2. Write the date on a new line.
3. Enter the **Current Count** number (from the just completed medication count) in the column labeled **Starting Count**.
4. Count the number of medication units (pills, capsules, milliliters, etc.) that the parent/guardian has brought to school, verify the number of medication units by counting the medication twice.
5. Enter the number of medication units into the **Added Column**. Compute the **Calculated Total**.
   a. [Calculated Total = (Starting Count) + (Added)].
6. Enter the amount in the **Calculated Total** column and **Current Count** column.
7. Initial the appropriate columns for counter and witness.
8. Note the name, dosage, and amount of medication brought to the school on the back of the inventory form and ask the individual who brought the medication to the school to co-sign the note.

If medication is returned to a parent or wasted:

1. Complete a medication count (see instructions above)
2. Write date on a new line.
3. Enter the **Current Count** number (from the just completed medication count) in the column labeled **Starting Count**.
4. Enter the amount of medication being returned to the parent or wasted in the **Wasted/Returned** column.
5. Complete the **Calculated Total**.
   a. [Calculated Total = (Starting Count) – (Wasted or Returned)].
6. Enter the amount in the **Calculated Total** column and **Current Count** column.
7. Initial the appropriate columns for counter and witness.
8. If medication is being wasted:
   a. Document the reason that medication was wasted on the back of the Medication Inventory Record form.
   b. The documentation note should include drug name and strength, the quantity, date of destruction, method of destruction, reason for destroying the medication, and signatures of the person performing the destruction and a witness.