



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

Date	Medication Inventory Notes

## Instructions for Completing of the Medication Inventory Record for Controlled Substances

1. The Medication Inventory Record was created as part of an auditing system for controlled substances. The pages should be copied as a back/front form. The Medication Inventory Record may be used for other medications if counts are warranted.
2. 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.
3. When a controlled substance is initially received by the school, the school nurse and a second school employee acting as a witness, preferably in the presence of the person bringing the medication to the school, should:
  - a. Complete the top portion of the form by entering the student's name, the name of the medication, the dosage, 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.
  - b. Enter the date in the Date column.
  - c. Ask the person bringing the medication how many units are in the medication container. The number of doses may be listed on the container. Parents/guardians sometimes remove doses for use outside of school hours so the number listed on the container may not be the actual number inside.
  - d. Count the number of medication units (pills, capsules, milliliters, etc.). If the number corresponds with the number stated by the person who brought the medications and/or the number listed on the container, proceed to step "e." If the number is different, recount the medication until you get the same total number twice.
  - e. Enter the number in the Add column, Calculated Total column and Current Count column.
  - f. Draw a single line in the columns labeled Starting Count, Given, and Wasted.
  - g. Initial the appropriate columns for counter and witness.
  - h. Complete the signature section.
  - i. Note the name, dosage, and amount of medication brought to the school on the back of the inventory form and ask the person who brought the medication to the school to co-sign the note.

Note: When two school employees are not readily available when medications are delivered to the school, the initial count may be performed by the school nurse or the school employee designated by the principal to perform this duty in the absence of the nurse along with the responsible adult who delivered the medication to the school. The responsible adult would act as the witness during the count.

4. Medication counts for controlled substances should be verified at a minimum on a weekly basis.
5. When performing a medication count:
  - a. Enter the date and time.
  - b. In the column labeled Starting Count enter the number in the previous Current Count column.

- c. Tally the number of medication units given since the last count as noted on the student's Medication Record and enter that number in the Given column.
  - d. 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. (See #6 and 7.)
  - e. Compute the Calculated Total [Calculated Total = (Starting Count) – (Given)].
  - f. Write the results in the Calculated Total column.
  - g. Count/measure the amount of medication on hand. This is the Current Count. The number in the Calculated Total column and the Current Count should be the same. If the numbers are the same write the count in the Current Count column.
  - h. If the numbers differ, check to make sure that the number listed in the Starting Count column is the same as the previous Current Count total, recheck 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. If a discrepancy still exists, write the count in the Current Count column and complete a Medication Discrepancy Report.
6. If the parent/guardian brings or sends medication to be added:
- a. Enter the date and time.
  - b. In the column labeled Starting Count enter the number in the previous Current Count column.
  - c. Tally the number of medication units *given since the last count* noted on the student's Medication Record and enter that number in the Given column. Note that the date and time will help in determining which doses were given since the previous count.
  - d. Ask the person bringing the medication how many units are in the medication container. The number of doses may be listed on the container. Parents/guardians sometimes remove doses for use outside of school hours so the number listed on the container may not be the actual number inside.
  - e. Count the number of medication units (pills, capsules, milliliters, etc.). If the number corresponds with the number stated by the person who brought the medications and/or the number listed on the container, proceed to step "f." If the number is different, recount the medication until you get the same total number twice.
  - f. Enter the amount of medication added in the Added column.
  - g. Compute the Calculated Total [Calculated Total = (Starting Count) – (Given) + (Added)].
  - h. Write the results in the Calculated Total column.
  - i. Count/measure the amount of medication on hand. This is the Current Count. The number in the Calculated Total column and the Current Count should be the same. If the numbers are the same write the count in the Current Count column.
  - j. If the numbers differ, check to make sure that the number listed in the Starting Count column is the same as the previous Current Count total, recheck 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. If a discrepancy still exists, write the count in the Current Count column and complete a Medication Discrepancy Report.
7. If medication is returned to a parent:
- a. Enter the date and the time of the count.
  - b. In the column labeled Starting Count enter the number in the previous Current Count column.

- c. Tally the number of medication units *given since the last count* as noted on the student's Medication Record and enter that number in the Given column. Note that the date and time will help in determining which doses were given since the previous count.
  - d. Note the amount of medication being returned to the parent in the Wasted or Returned column.
  - e. Compute the Calculated Total [Calculated Total = (Starting Count) – (Given) – (Returned)].
  - f. Write the results in the Calculated Total column.
  - g. Count/measure the amount of medication on hand. This is the Current Count. The number in the Calculated Total column and the Current Count should be the same. If the numbers are the same write the count in the Current Count column.
  - h. If the numbers differ, check to make sure that the number listed in the Starting Count column is the same as the previous Current Count total, recheck 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. If a discrepancy still exists, write the count in the Current Count column and complete a Medication Discrepancy Report.
  - i. Document the reason that the medication was returned to the parent on the back of the Medication Inventory Record form.
8. If medication must be wasted (destroyed):
- a. Enter the date and the time of the count.
  - b. In the column labeled Starting Count enter the number in the previous Current Count column.
  - c. Tally the number of medication units *given since the last count* as noted on the student's Medication Record and enter that number in the Given column. Note that the date and time will help in determining which doses were given since the previous count.
  - d. Note the amount of medication wasted in the Wasted or Returned column.
  - e. Compute the Calculated Total [Calculated Total = (Starting Count) – (Given) – (Wasted)].
  - f. Write the results in the Calculated Total column.
  - g. Count/measure the amount of medication on hand. This is the Current Count. The number in the Calculated Total column and the Current Count should be the same. If the numbers are the same write the count in the Current Count column.
  - h. If the numbers differ, check to make sure that the number listed in the Starting Count column is the same as the previous Current Count total, recheck 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. If a discrepancy still exists, write the count in the Current Count column and complete a Medication Discrepancy Report.
  - i. Document the reason that medication was wasted on the back of the Medication Inventory Record form. 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. If a bulk supply of medication is wasted the documentation should also include the prescription number. Parents should be notified if medication must be wasted.
9. The Medication Inventory Record should be kept with the student's Medication Record and retained as a part of the student's health record per the school district's policy.