

Purpose of Form

The Storage and Recording of Restricted Schedule 4 (Prescription Only) Count Record supports enhanced Customer safety and quality use of medicines by providing additional management requirements of Schedule 4 medicines. These storage and recording requirements provide greater accountability for these medicines which are associated with a heightened risk of misuse and misappropriation.

Certain identified S4 medications administered by Access4u staff will be counted at the discretion of the Manager:

- counted and recorded - signed by Mentor once per shift
- recorded on a separate copy of this form
- for each Schedule 4 medication, with a new sheet started for each month.

Any discrepancy must be reported to the Manager and an Incident Report must also be completed and submitted. Manager or their Delegate will check the Count Record and verify details and or initiate review if Count Record process not followed.

Participants Details

Participant Name in Full:

Date of Birth: / /

Schedule 4 to be Counted

Name of Medication:

Day of Month	Time AM	Time PM	Count	Stock Received	Stock on Hand	Mentor Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

19						
Day of Month	Time AM	Time PM	Count	Stock Received	Stock on Hand	Mentor Signature
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

New Record Count Record to be commenced for the Medication on the 1st Day of the month. The Record Count Record must be retained in the Medication Folder.

Manager or their Delegate will check the Medication Record Count Record at the end of the Month and verify document completed.

Manager or Delegate Name in Full:	
Signature:	Date: / /