



Controlled Drugs Audit

3 Jun 2025 / Nanette Stylianou

Complete

Score	18 / 18 (100%)	Flagged items	0	Actions	0
Site conducted	Southside Endoscopy Centre				
Conducted on	03.06.2025 13:00 AEST				
Prepared by	Nanette Stylianou				
Location	Level 6, 4 Paxton Street, Springwood, 4127				

Inspection	18 / 18 (100%)
There is a policy and procedure for the management of controlled drugs (Clinical Nursing 7.1)	Yes
There is a policy and procedure for the destruction of controlled drugs (Medication Management Plan)	Yes
All controlled drugs are stored in a locked safe which is fixed to the floor or the wall, with no exposed bolts	Yes
The pin code for the controlled drug safe is held by the senior nurse on duty	Yes
Drug book is audited on a weekly basis	Yes
Drugs received: Entries must show:-	5 / 5 (100%)
Date received	Yes
Form and strength in which supplied	Yes
Two members of staff sign in drugs (one of which is a witness)	Yes
A separate page is held for each form of the drugs held	Yes
A running total of drug is recorded	Yes
Drugs Supplied: Entries must show:-	8 / 8 (100%)
Date drug supplied	Yes
Name of the person the drug was given to	Yes
Amount given	Yes
Amount remaining (running total)	Yes
Two members of staff signatures (one of which is a witness)	Yes
All corrections made in ink, signed and dated. No white out is used. (Explanations may be entered in the margin or at the foot of the page)	Yes
Drugs are checked daily by two qualifying members of staff	Yes
Old Controlled Drug Registers are stored on premises for a period no less than 2 years	Yes

Comments/Suggestions:
