**Medication Error Alert Checklist**

When a medication error has occurred, this checklist can be used as an aide to ensure that your service is taking the appropriate actions. CQC may ask to see this evidence, and when the medication error constitutes abuse and a safeguarding alert is made, it will ensure correct level of information is available which will assist with the decision making.

**Section 1 – Details of the Adult at Risk**

|  |  |
| --- | --- |
| Name of the adult at risk |  |
| Their Date of Birth |  |
| Their Address & Post Code (including name of unit within the care home) |  |
| The GP Name and address |  |
| Their medical diagnosis e.g. dementia or disability |  |
| Whether next of kin have been informed |  |
| Whether the CQC have been informed |  |
| The log number (if Police have been informed) |  |

**Section 2 – Details of the person reporting the concern**

|  |  |
| --- | --- |
| Name of the person reporting the concern |  |
| Name of the employee organisation |  |
| Position in the organisation |  |
| Relationship to the adult at risk |  |
| The work Address & Post code (if different) |  |
| The office telephone number |  |

**Section 3 – Details of person(s) alleged to have caused harm (if appropriate)**

|  |  |
| --- | --- |
| Name(s) |  |
| Date of Birth (if known) |  |
| Address & Post Code |  |
| The capacity that they know the adult at risk |  |

**Section 4 – Summary of medication incident, including details of the specific medications, the dates and times (if known) and what has been put in place to prevent this occurring again**

|  |  |
| --- | --- |
| Summary of medication error(s), including dates and times. |  |
| The impact on the adult at risk |  |
| Describe the steps that have been put in place to prevent this from occurring again.  *Within this section, please include any changes to systems as well as any training or disciplinary action as appropriate.* |  |
| If the medication error has involved a controlled drug, this must be reported to [**www.cdreporting.co.uk**](http://www.cdreporting.co.uk/) |  |

**Section 5 - Actions taken to protect the adult at risk from harm (if appropriate)**

|  |  |
| --- | --- |
| Has Medical advice been sought and if so, what was the advice? |  |
| Has this error resulted in the need for treatment or additional support? |  |
| Are there new risk assessment/strategies in place? |  |
| Has any other additional support been put in place - supervision/observations etc. |  |