



TOOLKIT 18 · HOME CARE · TOOL 3 OF 4

Medicines in the Home — Reconciled List and Administration Record

One list that the patient, the carer, the home-care worker and the doctor all use; one record of every dose given

Patient · DOB · allergies · doctor (phone) · pharmacy (phone) · list reconciled
 on (date, by) — from: hospital discharge ☐ doctor ☐ pharmacy ☐ patient's
 own

MEDICINE LIST

Medicine (name, strength, form)	Dose	Morning	Midday	Evening	Night	What for	Who gives it: self / carer / worker	Stop / review date

ADMINISTRATION RECORD (WORKER DOSES / PROMPTS)

Date	Time	Medicine	Given ☐ / prompted ☐ / refused ☐ / omitted (reason)	Worker initials	Note

Date	Time	Medicine	Given ☐ / prompted ☐ / refused ☐ / omitted (reason)	Worker initials	Note

Rules. Workers give medicines only from the reconciled list, from original labelled containers or a pharmacy-filled dosette, and only if trained and authorised for that task. Never crush, split or mix without the pharmacist's advice. Refusals are respected and recorded. Weekly: supply for 7 days ☐, storage safe and cool ☐, expired items removed ☐. Any error: report the same day (Toolkit 4).

ASF standards: Home Care Standard 4 — medicines management (means of verification: list and record in the home)