

Sample Imprest Register

Date	Time	Residents Name or Transaction Record	IN	OUT	Hyoscine Butylbromide 20 mg in 1 ml	Clonazepam Drops 2.5 mg in 1 ml	Hydromorphone Injection 2mg in 1 ml	Midazolam 5mg in 5 ml	Metoclopramide Injection 10mg in 2 ml	Morphine Sulphate Injection 10 mg in 2 ml	Nalaxone 2 mg in 5 ml	Amoxicillin Capsules 250 mgs	Trimethoprim Tablet 300 mg	Signature of person administering	Signature of person checking	Comments
28.1.2020	1430	Carried over from previous page – checked & correct			5	1	10	5	5	5	5	10	10	Mary Bloggs	Betty Blue	
28.1.2020	1500	Alfred Sands		1						4				Mary Bloggs	Betty Blue	5 mg discarded
28.1.2020	1900	Betty Smith		2								8		Wendy Jones	Betty Blue	
28.1.2020	2130	Checked & Correct			5	1	10	5	5	4	5	8	10	Wendy Jones	Michael Brown	
28.1.2020	2330	Alfred Sands		1						3				Michael Brown	Megan White	5 mg discarded
30.1.2020	0730	Checked & Correct			5	1	10	5	5	3	5	8	10	Michael Brown	Wendy Jones	
30.1.2020	0930	Amoxil from pharmacy	2									10		Wendy Jones	Nic Peters	Pharmacy
30.1.2020	0930	Morphine from pharmacy	2							5				Wendy Jones	Nic Peters	Pharmacy
30.1.2020	0930	Returned to pharmacy		5	0									Wendy Jones	Nic Peters	Near use by date
30.1.2020	0930	Hyoscine from pharmacy	5		5									Wendy Jones	Nic Peters	Pharmacy

Imprest medications should be checked regularly to ensure there is no misuse or misappropriation of medications.

It is suggested that impost medications be checked when other regular schedule 8 medications are checked in order to develop a routine.

The following information must be documented with each transaction

- Date and time
- The nature of the transaction – either the residents name or record of delivery to or from pharmacy
- Signature of staff administering and checking medication
- Any relevant comments such as return or supply from pharmacy. Document any discarded amounts if the prescribed dose is less than the supplied dose.

Remember Your Basic Checking Procedures

- Legal order – has the date, time or frequency of administration, Medical practitioner signature, dose and route clearly documented
- Two staff should check the order, the medication from the impost cupboard and then administer to the resident
- Visiting staff from in reach or a palliative care service may administer these medications if they are checked and observed during administration by a facility staff member.
- If you are not sure of the order or medication – DO NOT administer until this has been confirmed with the medical practitioner or pharmacist