



## PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS Medication Inventory for Control Drugs Directions

This form is to be completed in **RED** ink. The form is to be filed upon completion in a manila folder labeled by school year and kept for three (3) years. It is NOT to be filed in the student health record.

1. Complete identifying information at the top of the form
2. Column 1 Enter Date (month/day/year) count is done
3. Column 2 Enter Time of day count is done
4. Column 3 Enter NEW amount received (only when a new supply is delivered to school)
5. Column 5 Enter Previous Actual Balance from Actual Balance (column 12) of last count
6. Column 6 Enter Total amount on hand
7. Column 8 Enter Amount given since last count (you get this # from the MAR)
8. Column 9 Enter Amount wasted (any dropped on floor or otherwise unusable and destroyed)
9. Column 10 Enter Amount returned to parent/guardian in the event the parent takes any back for home use
10. Column 11 Enter Expected balance (amount in column 6 minus amounts in columns 8 and 9)
11. Column 12 Enter Actual Balance counted in medication bottle
12. Column 13 Enter C if # in columns 11 and 12 are equal. Enter E if # in columns 11 and 12 are not equal.
13. Column 14 Enter Initials of persons counting medications
14. Column 15 Enter any explanatory notes (i.e. reason for wasting)
15. Finally, Enter Signature, Position (RN, LPN, CMT, or other) and initials in space provided.