



Example Record

S4 MEDICATION CONTROL LOG

Suggest that each S4 Medication can have a dedicated sheet which should be maintained inside the S4 Medication Cabinet and completed for all use by approved operator.

Product Name				Other Name or Directions		
Date	Opening Balance	Amount Used	Closing Balance	Work or Sales Order	Staff Name and Signature	Comments
01/01/2021	50.00kg	4.5kg	45.5kg	012345	B. Smith	Nil
01/02/2021	45.5kg	3.25kg	42.25kg	023456	B. Smith	Bag torn.
02/03/2021	40.00kg	Nil	40.00kg	Nil	B. Smith	2.25kg spilt on floor and disposed of.
03/03/2021	40.00kg	4.5kg	35.5kg	034567	B. Smith	Nil

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