**M4 Appendix 7a**

**MEDICATION STORAGE ROOM TEMPERATURE CHECK (RTC)**

The storage room temperature should be below +25˚c.

Check each day. Best practice would be to complete this check first thing in the morning.

If the temperature is outside the recommended range, take appropriate action and record on this form and in the supervisor / communication book.

**Remember: Read, Record, Reset and React.**

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| --- | --- | --- | --- |
| **Month** |  | **Year** |  |

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| --- | --- | --- | --- | --- |
| **Day** | **Time** | **Current Temperature ˚c** | **Checked by (signature)** | **Action taken**  **(when needed)** |
| Example | 07.15 | 21.5˚c | L Relph | N/A |
| Example | 07.18 | 28 ˚c | J Leech | Bought room temp down using fans. Contact pharmacy re: stock – outcome ok; continue to monitor. |
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