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-  Designate specific members of staff to order medicines
 -  Always check stock before ordering
 -  Communicate any medication changes to colleagues at hand over
 -  When ordering medicines, make sure you are referring to the current MAR sheet
 -  Keep a copy of your medicines order, and check this against prescriptions prior to being dispensed by the pharmacy (clarify any discrepancies with the GP practice)
 -  On receipt of medicines, check against the order and report any discrepancies to the pharmacy
 -  Remember, PRN ('when required') medicines can lead to waste, so only order what you need
 -  Check the expiry date of medicines
 -  If resident is unable to take medicines, refer to prescriber
 -  Record reasons for wasted medicines in your returns book

