[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Expired medication disposal log

Record every expired or damaged medicine removed from stock - a complete audit trail from shelf to destruction.

Disposal details

Pharmacy	[Pharmacy name]
Disposal date	[Date]
Reason	[Expired / damaged / recalled]
Disposal method	[e.g. returned to supplier / licensed waste contractor]
Waste contractor	[Contractor name, if used]
Consignment note no.	[Number, if used]

Items disposed

Product name	Strength / form	Batch no.	Expiry date	Quantity	Value
[Product name]	[e.g. 500mg tablets]	[Batch]	[MM/YYYY]	[Qty]	[¤ value]
[Product name]	[e.g. 100ml syrup]	[Batch]	[MM/YYYY]	[Qty]	[¤ value]
[Product name]	[e.g. 10mg capsules]	[Batch]	[MM/YYYY]	[Qty]	[¤ value]

Total value of stock written off: [¤ amount]

Witness

[Company name]

Destruction of controlled medicines must be witnessed in line with local regulations.

Sign-off

Disposed by	Witnessed by	Date