[Company name]

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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

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

Sign-off

Disposed by	Witnessed by	Date