



The Pharmacy Regulator
An Rialtóir Cógaisíochta



PSI Guidelines on Record-Keeping in a Retail Pharmacy Business

Draft for Public Consultation

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About these guidelines

These guidelines:

- Replace version 4 of the Guidelines on the Keeping of Records in Respect of Medicinal Products when Conducting a Retail Pharmacy Business.
- Reflect legislative change in April 2026, allowing pharmacies the option to adopt an electronic record-keeping system.
- Have been reformatted as principles-based guidelines, which are intended to be supportive and enabling offering flexibility for implementation.

1. Introduction

Pharmacists are healthcare professionals authorised in legislation for the safekeeping and supply of medicinal products to patients. The keeping of accurate and accessible records that clearly show when prescription-only medicines are supplied, and to whom, is fundamental to this role. Robust record-keeping supports continuity of patient care, evidence-based practice, professional accountability and effective management of the medicines supply chain.

A record management system refers to the structured framework used by a pharmacy to create, maintain, store, retrieve, protect, retain and appropriately destroy all records as required under pharmacy and medicines legislation. The system must support the safe, effective and compliant operation of the pharmacy by ensuring all records are complete, accurate and readily accessible at the pharmacy premises.

Changes in legislation introduced in April 2026 provide that pharmacies now have the option to maintain certain pharmacy records electronically where specific computer software requirements are met. These records include the duty register, prescription register/daily audit, controlled drugs register and prescriptions transmitted through the National Electronic Prescription Transfer System, i.e., Healthmail and the High-Tech Hub. Pharmacies can alternatively continue to operate paper-based record-keeping systems where they wish to do so. Any prescriptions received in paper format must continue to be kept as per paper-based record-keeping requirements.

2. Purpose of the Guidelines

The purpose of these guidelines is to provide a principles-based outline of the responsibilities of all registered pharmacists, including those in statutory governance roles¹ in relation to the keeping of records in respect of medicinal products when conducting a retail pharmacy business.

These guidelines provide information to support and enable pharmacies to implement appropriate record-keeping in line with current legislative requirements.

3. Legislative Basis

These guidelines have been prepared with a view to publication in compliance with Regulation 14 of the Regulation of Retail Pharmacy Businesses Regulations 2008, as amended, which provides that the PSI Council may publish detailed guidelines for the purpose of facilitating compliance with these Regulations.

The operation of a registered retail pharmacy business is governed by the Pharmacy Act 2007 and the Regulation of Retail Pharmacy Businesses Regulations 2008 (S.I. No. 488 of 2008), as amended.

The requirements for the maintenance of pharmacy records are set out across a range of pharmacy and medicines legislation, including, but not limited to:

- The Regulation of Retail Pharmacy Businesses Regulations 2008 (as amended)
- The Medicinal Products (Prescription and Control of Supply) Regulations 2003 (as amended)

¹ The statutory governance roles are pharmacy owner, superintendent pharmacist and the supervising pharmacist. Further information about governance responsibilities is available in [PSI Guidance on Pharmacy Governance Roles](#).

- The Misuse of Drugs Regulations 2017 (as amended)
- The Medicinal Products (Control of Placing on the Market) Regulations 2007 (as amended)

Since April 2026, changes to legislation enable:

- Pharmacies to maintain either paper-based records or keep electronic records for certain prescriptions, including those transferred via the National Electronic Prescription Transfer System i.e. Healthmail and the High-Tech Hub.
- Pharmacies to maintain either a paper-based or an electronic controlled drugs register.
- Pharmacies to maintain either a paper-based or an electronic prescription register/daily audit.
- Pharmacies to maintain either a paper-based or electronic duty register.

once specific technology requirements for the pharmacy computer software are met.

The legislative requirements for pharmacy record-keeping are outlined in detail in the Appendices.

It should be noted that in addition to pharmacy and medicines legislation, records must also comply with the provisions of relevant Data Protection legislation. Further information on the general principles of data protection can be found on the Data Protection Commissioner's website www.dataprotection.ie.

All legislation can be accessed in full through www.irishstatutebook.ie.

4. Guiding Principles for Record-Keeping

The guidelines set out five guiding principles (*see Figure 1*), designed to support consistent, safe, compliant and high-quality record-keeping in retail pharmacy businesses, which is essential to the delivery of patient-centred care.

Pharmacists and those in statutory governance roles also need to consider all relevant legislation. Pharmacists must also consider the [PSI Code of Conduct](#) when applying these principles. The guidelines are intended to be supportive and enabling, outlining the legislative requirements and offering flexibility in how pharmacies implement their record management system. This approach is intended to empower pharmacists and those in governance roles to exercise their professional judgement by understanding what good-quality, compliant records look like in both paper-based and electronic systems, thereby supporting safe and consistent patient care in line with the legislative requirements.

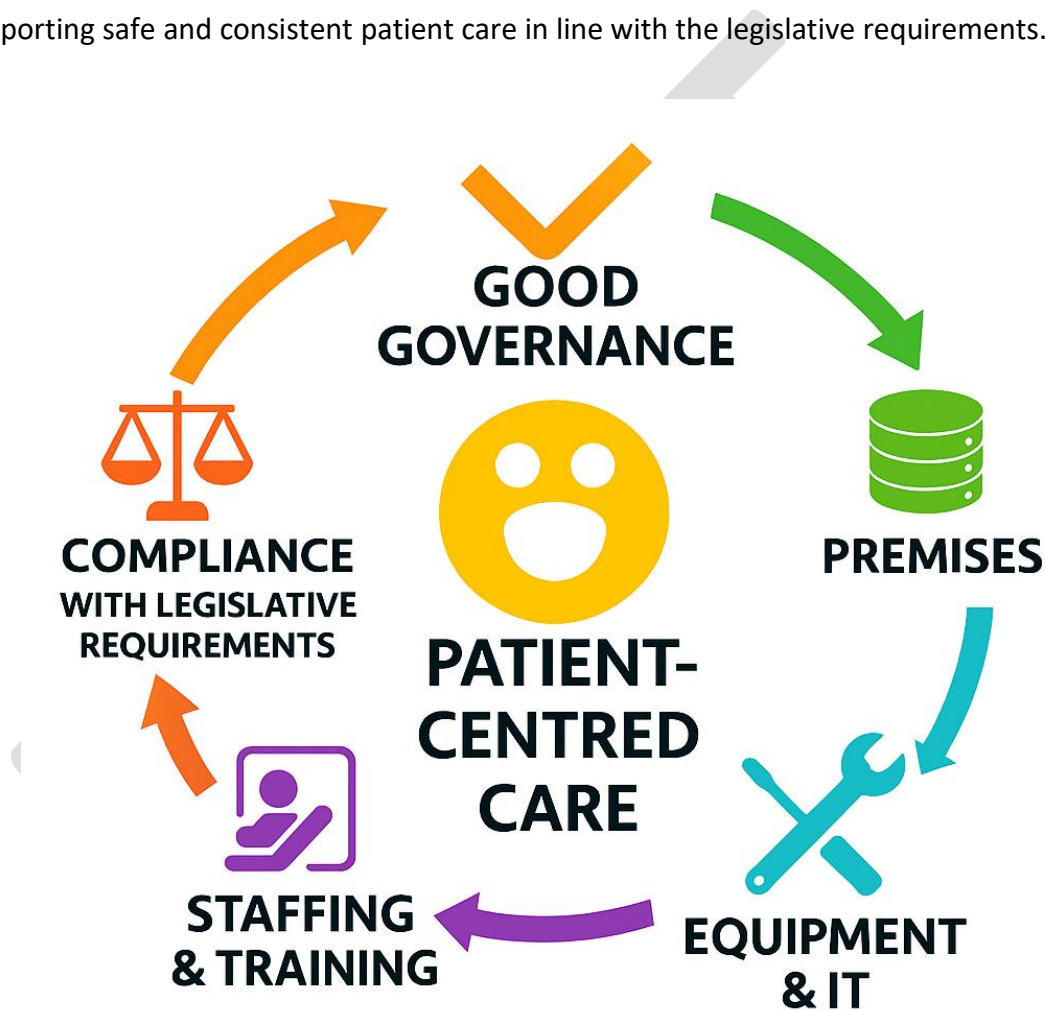


Figure 1. Guiding Principles to Support the Keeping of Records in a Retail Pharmacy Business.

5. Principle Statement and Indicators

Each principle is:

- supported by a principle statement that defines and describes the principle,
- underpinned by concise, outcome-focused indicators that are intended to offer guidance on how adherence to each principle can be demonstrated.

Where '**you must**' is used within the indicators, it denotes a mandatory duty on pharmacists or those in pharmacy governance roles to comply with the requirements set out in legislation and the accompanying guidelines.

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Principle 1: Good Governance

Robust governance arrangements for record management are essential for ensuring the safe, effective, and legally compliant operation of pharmacies. High-quality record-keeping underpins every aspect of patient care and pharmacy practice: clinical decision making, continuity of care, regulatory compliance, and the protection of patient safety. Governance structures must ensure that records are consistently created, maintained, reviewed, stored and destroyed in accordance with legislative requirements, PSI guidance, and good professional practice.

Indicators supporting Principle 1:

These indicators apply to those in pharmacy governance roles.

- 1.1 When considering which record management system to adopt you should conduct a risk assessment to identify potential risks arising and the required mitigation measures to be implemented to protect patient safety.
- 1.2 You must ensure that the record management system in the pharmacy is clearly understood by all staff, including locum pharmacists.
- 1.3 You must ensure that appropriate secure access controls to both paper and electronic pharmacy records are in place and the pharmacy records are only accessible to designated and trained staff members who require the information to carry out their roles within the pharmacy.
- 1.4 You must ensure that appropriate records are created, securely maintained, and appropriately destroyed in compliance with pharmacy and medicines legislation, PSI guidance, information security best practice and applicable data protection legislation.
- 1.5 You must ensure pharmacy records are readily available at the pharmacy premises when requested, for example, for regulatory purposes, such as inspection.

- 1.6 You must ensure robust record-keeping policies and procedures for managing pharmacy records, specific to the pharmacy are developed and implemented, detailing all records required to be maintained in the operation of the pharmacy and supporting the consistent and correct access, creation, storage, backup, retention and destruction of those records.
- 1.7 You ensure that a structured quality assurance system is in place to ensure compliance with relevant legislation, PSI guidance and policies and procedures specific to the pharmacy. This includes systems for audit, periodic review of record-keeping practices and mechanisms for identifying and addressing workflow issues, training needs and opportunities for improvement.
- 1.8 You ensure that all staff receive training and are clear on their roles and responsibilities in relation to the access, creation, storage, retention and destruction of pharmacy records.
- 1.9 You ensure there is an open culture of safety, learning and continuous improvement in place to receive feedback from staff and patients about the pharmacy's record management system, where issues are discussed and reviewed with a focus on learning and improvement. Corrective and preventive action is taken where appropriate.



Principle 2: Premises

The pharmacy premises facilitate the safe implementation of the record-keeping system adopted by the pharmacy. The pharmacy premises support optimal workflow management and high-quality record-keeping practices, which in turn support continuity of care, evidence-based practice, compliance with the legislative requirements, and mitigates risks to patient safety.

Indicators supporting Principle 2:

These indicators apply to pharmacy owners.

- 2.1 You must ensure that the pharmacy premises meet the requirements specified in the relevant legislation and in the [PSI Guidelines on the Premises Requirements of a Retail Pharmacy Business](#).
- 2.2 You ensure that the layout and arrangements of the pharmacy premises are fit for purpose for the record management system in place to adequately protect the health, safety and convenience of patients, the public and staff.
- 2.3 You ensure that the pharmacy premises enables pharmacists to comply with their professional obligations in relation to record keeping as outlined in relevant pharmacy and medicines legislation and the [PSI Code of Conduct](#).
- 2.4 You ensure the dispensary size and layout facilitates a safe, organised and efficient workflow to enable pharmacy staff to maintain pharmacy records in accordance with the pharmacy's policies and procedures and the relevant legislative requirements.
- 2.5 You ensure the pharmacy premises is designed to protect the privacy, dignity and confidentiality of patients and their records maintained at the pharmacy.
- 2.6 You ensure that there is sufficient workspace configuration, including workstations for the safe dispensing of prescriptions and generation and review of records.
- 2.7 You ensure that areas where records are stored are restricted and safeguarded from unauthorised access.

- 2.8 You ensure the pharmacy premises, including any storage areas, are clean, well-maintained and suitable for the purpose of keeping both paper and electronic records.

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Principle 3: Equipment and Information Technology

The availability of sufficient equipment and reliable, secure IT systems that meet all necessary software requirements in the pharmacy is fundamental to ensuring that record-keeping, whether paper-based or electronic, is carried out safely, accurately and consistently to safeguard patient care, ensure patient confidentiality, support compliance with legislative and regulatory obligations, and provide secure, accessible and auditable pharmacy records.

Indicators supporting Principle 3:

These indicators apply to pharmacy owners.

- 3.1 You must ensure that the pharmacy is equipped with adequate technology and equipment, such as sufficient computers and computer screens, to support a safe, efficient and well organised workflow, as specified in the legislation and in the [PSI Guidelines on the Equipment Requirements of a Retail Pharmacy Business](#).
- 3.2 You ensure that the equipment and systems are fit for their purpose, are well maintained to facilitate a safe and efficient working environment, are safeguarded from unauthorised access and are used in a way that protects the privacy and dignity of patients and the public.
- 3.3 You ensure that written policies and procedures are in place for equipment requirements and maintenance, including the requirement to keep computer software up to date and compliant with indicator 3.5.
- 3.4 Where the pharmacy maintains records electronically, the pharmacy must have an appropriate computer system and up-to-date software in place to enable the secure storage and retrieval of records and to ensure compliance with all legislative requirements for electronic record-keeping.
- 3.5 Where a register (i.e. a Controlled Drugs Register, Prescription Register/Daily Audit or Duty Register) is being retained in an electronic format, you must verify that the

computer software in use for the retention of the records meets the requirements specified for each type of register:

A. Controlled Drugs Register

- The entries in the register are subject to user access controls capable of restricting the functions that may be used
- Every correction to an entry in the register is capable of being traced by identifying the original entry, the correction to the original entry, the identity of the person who made the correction and the date of the correction
- Every entry in the register is capable of being searched, sorted and reproduced by:
 - The date on which the supply was received or the transaction was effected
 - The name and address of the person from whom the product was obtained or to whom the product was supplied
 - The authority of the person supplied to be in possession, where applicable (e.g. prescription reference)
 - The product

B. Prescription Register/Daily Audit

- The entries in the register are subject to user access controls capable of restricting the functions that may be used
- Every alteration to an entry in the register is capable of being traced by identifying the original entry, the alteration to the original entry, the identity of the person who made the alteration and the date of the alteration
- Every entry in the register is capable of being searched, sorted and reproduced by:
 - The date on which the medicinal product was supplied
 - The name of the medicinal product
 - The strength of the medicinal product, where applicable
 - The name of the person for whom the medicinal product was prescribed or to whom the product was supplied
 - The name of the prescriber, where applicable

C. Duty Register

- The record is subject to user access controls capable of restricting functions that may be used
- Every alteration to an entry in the record is capable of being traced by identifying the original entry, the alteration to the original entry, the

identity of the person who made the alteration and the date of the alteration

- 3.6 You ensure continuity of patient care by ensuring a backup of all records is regularly created and is stored so that it is retrievable in the event of system downtime or other unforeseen circumstances, for example, fire, flood and cyber-attack or other emergencies. Where information is backed-up remotely or using cloud-based systems, you ensure the information is stored securely in line with Data Protection requirements. Further information and guidance on cloud storage can be found in the Data Protection Commission's [Guidance for Organisations Engaging Cloud Service Providers](#).
- 3.7 You ensure that offline procedures and policies are in place in the event of system downtime (i.e. power failure, loss of connectivity or cybersecurity breach) to prevent data loss and to ensure the safety of patients and the continuity of patient care.

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Principle 4: Staffing and Training

Adequate and appropriately trained staff are key to the safe and effective practice of pharmacy and to ensure that record management practices in the pharmacy are accurate, compliant with the legislation, and consistently support patient safety. All staff involved in record creation, maintenance, or use must be appropriately trained and competent in the pharmacy's record management systems, processes and procedures. They should understand the importance of producing and retaining accurate, complete, and timely records that uphold robust governance arrangements, protect confidentiality and ensure that records support continuity of patient care.

Indicators supporting Principle 4:

These indicators apply to pharmacy owners, superintendent pharmacists and supervising pharmacists.

- 4.1 You must ensure that all pharmacists and relevant staff receive initial and ongoing training on policies, procedures and operational guidance that accurately reflect the workflow, record management system and governance arrangements within the pharmacy and that a record of training is maintained for each staff member employed at the pharmacy.
- 4.2 You must ensure that sufficient staff of an appropriate skill mix are available to provide safe and high-quality patient care in line with the indicators outlined in the PSI Safe Staffing Guidelines. Staff should feel empowered and well equipped in their role to meet the legislative requirements for the record management system in the pharmacy.
- 4.3 You ensure that, as part of their training, all staff are clear on:
 - **what** information must be recorded
 - **how** it should be recorded

- **who** it should be recorded by
- **why** it must be recorded
- **how** and **when** records should be accessed and retrieved, for example, during an inspection
- **how long** records must be retained
- **how** to identify and report discrepancies or potential errors to the pharmacist

- 4.4 You ensure that regular review, reinforcement and clear documentation of training is in place to support a culture of accountability, continuous improvement and high-quality patient care.
- 4.5 You ensure that staff are aware of and adhere to applicable data protection legislation.
- 4.6 You ensure there are written policies and procedures in place for locum pharmacists and temporary or occasional staff that clearly outline the record management arrangements in place at the pharmacy and that an escalation process is in place in the event of any issues or questions arising.



Principle 5: Compliance with Legislative Requirements

Compliance with legislative requirements for record management is fundamental to the safe and effective operation of a retail pharmacy business. High-quality record management underpins clinical decision making, supports continuity of patient care, complies with regulatory obligations and facilitates effective governance, audit and oversight. Irrespective of the type of record management system, the responsibility to maintain legally compliant, reliable and readily accessible records remains constant to protect the health and safety of patients and the public.

Indicators supporting Principle 5:

Relevant pharmacy and medicines legislation details which individual(s) (i.e. pharmacy owner, superintendent pharmacist, supervising pharmacist or registered pharmacist) is responsible for the maintenance of specific records. The indicators under this principle specify who is responsible for the maintenance of each record. The records required to be maintained under the legislation include the following:

- Duty Register
- Prescription Register/Daily Audit
- Controlled Drugs Register, including destruction records
- Patient Medication Record (PMR)
- Prescriptions and records of previous dispensings (where applicable)
- Requisitions and invoices

5.1 The **pharmacy owner and superintendent pharmacist** must ensure that an ongoing, contemporaneous and retrievable record of all registered pharmacists on duty (i.e. the Duty Register) is maintained either as a paper-based or electronic record and is available at the pharmacy premises.

5.2 The **pharmacy owner** must ensure that an electronic record is kept to enable identification of a patient's medication history and that a record of supply is made

each time a medicinal product is supplied to a patient on foot of a prescription (i.e. the Patient Medication Record).

- 5.3 The **pharmacy owner** must ensure that all prescriptions transmitted via Healthmail and/or the High-Tech Hub are preserved as transmitted. Additionally:
- If you are retaining records in paper-based format you must also ensure that a printed copy of the prescription is preserved and treated as an original prescription for the purposes of record-keeping.
 - If you are retaining records electronically you must also ensure that an electronic copy of the prescription is preserved within the Patient Medication Record and treated as an original prescription for the purposes of record-keeping.
- 5.4 Where records are stored electronically, the **pharmacy owner** must ensure the electronic copy of the prescription within the Patient Medication Record is preserved in such a manner which shall enable the ready identification of:
- The prescription used to authorise the dispensing of the medicinal product, or products
 - The medicinal product, or products, previously dispensed under that prescription
- 5.5 The **pharmacy owner** must ensure that a record of every supply of a prescription-only medicinal product is entered into a register (i.e. the Prescription Register/Daily Audit), either paper-based or electronic, and is maintained in accordance with the legislation and is available at the pharmacy premises. The detailed requirements for such register are outlined in Appendix 1.
- 5.6 The **pharmacy owner** must ensure that a Controlled Drugs Register is maintained in either a paper-based or electronic format to record every quantity of any Schedule 2 controlled drug obtained or supplied, and that it is available at the pharmacy premises. The detailed requirements for such register are outlined in Appendix 2.
- 5.7 The **pharmacy owner** must ensure that a record of the destruction of Schedule 2, 3 or 4 controlled drugs is maintained and that it is available at the pharmacy premises.
- 5.8 The **person who dispensed the prescription (i.e. the registered pharmacist)** must ensure that all prescriptions are appropriately endorsed in accordance with the legislation (if maintaining records in paper-based format). Where prescriptions are being retained electronically as part of an electronic record-keeping workflow, the registered pharmacist who dispensed the prescription must ensure that all required

information, as outlined in the legislation, is noted in the patient medication record. The detailed requirements are outlined in Appendices 3 and 4.

- 5.9 The **pharmacy owner** must ensure that all pharmacy records are appropriately and securely retained and preserved in line with the statutory retention periods and applicable data protection legislation. Information on retention periods is available at Appendix 5.
- 5.10 Where an exempt medicinal product is dispensed on foot of a prescription, the **registered pharmacist** who dispensed the prescription must ensure a record showing the following details is kept, either in paper-based or electronic format:
- Source from which the product is obtained
 - Name of the patient
 - Date on which the product is supplied
 - Quantity of each product supplied
 - Batch number of the product
 - Details of any suspected adverse reactions to the product supplied, of which the pharmacist is aware
- 5.11 The **supervising pharmacist** ensures that, in addition to the core records required for the safe supply and dispensing of medicinal products, other records are maintained, such as records to show the safe operation of the pharmacy (i.e. fridge temperature logs and records of extemporaneous preparations), to support safe, compliant and consistent practice. Additional guidance outlining further information and specific record-keeping requirements are listed in Appendix 6.

6. Appendices

Appendix 1 – Prescription Register/Daily Audit Record Keeping Requirements

Requirements for Hard Copy Daily Audit	Requirements for Electronic Daily Audit
<ul style="list-style-type: none"> Printed out, dated and signed by the pharmacist on the day to which the print-out relates, or within 24 hours. The daily audit must be kept for a period of two years from the date of the last entry made in the register. The record must be kept on the pharmacy premises and be readily available for inspection. 	<ul style="list-style-type: none"> The electronic prescription register/daily audit must be based on a computerised system equivalent to the register. The pharmacy owner must verify that the computer software meets the requirements for the retention of the prescription register/daily audit as outlined in indicator 3.5 of Principle 3. The record must be generated daily and retained electronically for two years from the date of the last entry made in the register. The record must be readily available for inspection at the pharmacy premises.

Appendix 2 – Controlled Drugs Register* Record Keeping Requirements

Requirements for Paper/Hard Copy Controlled Drugs Register	Requirements for Electronic Controlled Drugs Register
<ul style="list-style-type: none"> The register must be kept in chronological sequence in a manner which will show a running stock balance, particulars of every quantity of such a drug obtained by him or her and of every quantity of such a drug supplied. Each class of drug must have its own page in the register. Every entry must include the date on which the supply is received or transaction effected, the name and address of person from whom obtained (e.g. wholesaler) or to whom supplied, (e.g. patient), the authority of person supplied to be in possession (e.g. prescription reference or reason for emergency supply), the amount obtained or supplied and the stock balance. The class of controlled drugs to which the entries on any page of any such register relate shall be specified at the head of that page. Every entry required to be made shall, where it is reasonably practicable to do so, be made on the day on which the 	<ul style="list-style-type: none"> The electronic controlled drugs register must be based on a computerised system equivalent to the register. The pharmacy owner must verify that the computer software meets the requirements for the retention of the controlled drugs register as outlined in indicator 3.5 of Principle 3. The record must be retained electronically for two years from the date of the last entry made in the register. The record must be readily available for inspection at the pharmacy premises.

controlled drug is obtained or on which the transaction in respect of the supply of the controlled drug by the person required to make the entry takes place or, in any case, on the next day.

- No cancellation, obliteration or alteration of any such entry shall be made, and a correction of such an entry shall be made only by way of marginal note or footnote, which shall specify the date on which the correction is made.
- Every such entry and every correction of such an entry shall be made in ink or otherwise so as to be indelible.
- A register shall not be used for any purpose other than the purposes in these Regulations.
- Not more than one register shall be kept at one time in respect of each class of controlled drug in respect of which he or she is required to keep a separate register.
- A separate register shall be kept in respect of each premises at which the person required to keep the register carries on his or her business or occupation, and where the business is carried on in separate departments within a premises, a separate register may, with the approval of the Minister, be kept in respect of each such department.
- Every such register in which entries are currently being made shall be kept at the premises to which it relates and shall be readily available for inspection for two years from the last date of entry made in the register.

*May be maintained as either a hard copy or in an electronic format

Appendix 3 – Endorsing Requirements for Paper-Based Prescriptions

	CD2&3	CD4 Part 1 – Fully Dispensed	CD4 Part 1 – Partially Dispensed	Non-CD – Fully Dispensed	Non-CD Partially Dispensed
Date of dispensing	✓	✓	✓	✓	✓
Registration Number of Pharmacist	✓	✓	✓	✓	✓
Name and address of the pharmacy	X	X	✓	X	✓
Quantity Dispensed	X	X	✓	X	✓
Write or print the word “dispensed”	✓	✓	X	✓	X
Preserve/retain the prescription on the pharmacy premises	✓	✓	✓ (A copy of prescription and endorsements)	✓	X

Appendix 4 –Record Keeping Requirements for the Electronic Retention of Healthmail and High-Tech Hub Prescriptions

	CD2&3	CD4 Part 1 – Fully Dispensed	CD4 Part 1 – Partially Dispensed	Non-CD – Fully Dispensed	Non-CD Partially Dispensed
Date of dispensing	✓	✓	✓	✓	✓
Registration Number of Pharmacist	✓	✓	✓	✓	✓
Quantity Dispensed	X	X	✓	X	✓
Preserve the prescription at the pharmacy premises	✓ (Preserve the prescription as transmitted and an electronic	✓ (Preserve the prescription as transmitted and an electronic	✓ (Preserve the prescription as transmitted and an electronic	✓ (Preserve the prescription as transmitted and an electronic	✓ (Preserve the prescription as transmitted and an electronic

	copy of the prescription within the Patient Medication Record (PMR))	copy of the prescription within the Patient Medication Record (PMR))	copy of the prescription within the Patient Medication Record (PMR))	copy of the prescription within the Patient Medication Record (PMR))	copy of the prescription within the Patient Medication Record (PMR))
<p>* The electronic copy of the prescription within the PMR must be preserved in such a manner which shall enable the ready identification of the prescription used to authorise the dispensing of the medicinal product(s) and the medicinal product(s) previously dispensed under that prescription, where applicable.</p>					

Appendix 5 – Pharmacy Records Retention Requirements

Record	Retention Period	Where
Prescriptions (both paper and electronically transmitted)	2 years	Available* at the pharmacy premises
Orders and invoices, or a copy of these, relating to the supply of medicinal products to a registered medical practitioner, registered dentist, or registered veterinary surgeon for administration to a patient in the course of their professional practice	2 years	Available at the pharmacy premises
Prescription Register/Daily Audit	2 years from date of the last entry made in the register	Available at the pharmacy premises
Register of Controlled Drugs	2 years from date of the last entry made in the register	Available at the pharmacy premises
Orders, prescriptions or requisitions against which a controlled drug is supplied	2 years	Available at the pharmacy premises
Paper or electronic copies of Schedule 4 Part 1 controlled drug repeatable prescriptions, which are dispensed in part and any endorsements made	2 years	Available at the pharmacy premises
Invoices, or other like record, issued in respect of all Schedule 3 and Schedule 4 Part 1 controlled drugs obtained or supplied from the pharmacy	2 years	Recommended to be available at the pharmacy premises, but not specified in legislation
Invoices, or other like record, issued in respect of all Schedule 5 controlled drugs obtained by the pharmacy	2 years	Recommended to be available at the pharmacy premises, but not specified in legislation
Records in relation to sale or supply of exempt medicinal products	5 years	Available at the pharmacy premises

An ongoing, contemporaneous and retrievable record of all registered pharmacists on duty i.e. the Duty Register	2 years from date of last entry made in the register	Available at the pharmacy premises
Records to show the safe operation of the pharmacy, e.g. fridge and storage room temperature records, invoices for medicinal products not listed above	Recommended minimum 2 years, but not specified in legislation	Recommended to be available at the pharmacy premises, but not specified in legislation

*Available means that both paper and electronic formats are acceptable

Appendix 6 – Additional Guidance

- [PSI Guidance for Pharmacists on the Safe Supply and Administration of Prescription-Only Medicines for the Purpose of Saving Life or Reducing Severe Distress in an Emergency](#)
- [PSI Guidance on the Provision of Vaccination Services by Pharmacists in Retail Pharmacy Businesses.](#)
- [PSI Guidelines on the Sourcing of Medicinal Products for Sale or Supply by a Retail Pharmacy Business](#)
- [PSI Explanatory Note for Pharmacists on the Supply of 'Emergency' Prescription-Only Medicines to a Listed Organisation](#)



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