Narcotic Count Sheet - shift change

A physical count at the moment custody passes from one staff member to another.

PHARMACY NAME _____ DATE (YYYY-MM-DD) _____ TIME OF COUNT _____

COUNTED BY (PRINT NAME) _____ SHIFT (E.G. DAY TO EVENING) _____ LOCATION (SAFE / VAULT / CABINET) _____

Drug (generic and brand)	Strength	Form	DIN	Expected on hand	Physical count	Variance	Counted by	Time counted

If anything does not match

Recount the drug before recording a variance. If it still does not match, note it below and hand it over verbally as well as on paper - a variance found at shift change is far easier to trace while the transactions behind it are still recent.

_____

_____

_____

COUNTED BY - SIGNATURE _____ TIME _____

Retention: in Ontario, pharmacy patient and dispensing records must be kept at least 10 years (O. Reg. 264/16 s. 21). Federally, narcotic and controlled-substance records must be kept at least 2 years (Controlled Substances Regulations s. 123(1), in force October 1, 2026; it replaced Narcotic Control Regulations s. 40.1, Food and Drug Regulations s. G.03.010 and Benzodiazepines and Other Targeted Substances Regulations s. 75, which set the same 2 years).

Cadence: the Ontario College of Pharmacists expects narcotics and controlled substances to be reconciled at least every six months. Nova Scotia and Prince Edward Island are stricter, reconciling narcotics and controlled drugs monthly. Alberta, British Columbia, Saskatchewan, Manitoba, and Newfoundland & Labrador generally require reconciliation every three months.

General information, not legal or professional advice. Confirm the current requirements with your provincial college and Health Canada.

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Free template from NarcCount - narccount.ca - narcotic reconciliation software for Canadian pharmacies