



MINISTRY OF HEALTH

Health Facility Daily Activity Register for Malaria Commodities - MOH 645

County:			
Sub-County:			
Health Facility:			
KMHFL Code			
Facility KEPH Level:			
Start date:		End date:	

Malaria Commodities Daily Activity Register Instructions for Use

Purpose for filling the malaria commodities Daily Activity Register (DAR)

- To record the quantities of Artemether–Lumefantrine (AL), Artesunate injectable and Rapid Diagnostic Test (RDTs) used each day (this is needed to monitor malaria commodity utilization and help detect inappropriate use), **regardless of source**.
- To calculate consumption of AL, Artesunate and RDTs over a chosen period (for estimating order requirements).
- To compare AL, Artesunate and RDTs records with stock (use stock control/ bin cards and physical inventory checks) to identify discrepancies between quantities issued from store and those actually used.

Entering AL, Artesunate and RDT records

1. On a new page, **go to the row "Balance from previous page" and enter the closing balance/ stock balance brought forward for the AL, Artesunate and RDTs from the previous filled page. Obtain these figures from the row "balance end of this page" on the previously filled page.**
2. If new stock of AL, Artesunate and RDTs are received from the facility store, record the following information for each receipt of AL, Artesunate or RDTs:
 - a. Receipt date= date of the receipt of AL, Artesunate and RDTs from all stores.
 - b. Reference number= the reference number of the receipt of AL, Artesunate and RDTs, e.g. the S11 number.
 - c. Quantities received from store (B) = the actual quantity received (in DOSES, VIALS & TESTS) for each receipt of AL, Artesunate and RDTs, respectively.
 - d. Add the received amount to the "Balance from previous page (A)" figure to get the "Total stock available" ((C) = (A) + (B)).

NB: Stock received from KEMSA/ MEDS/ Central Stores should not be entered here, they should be entered in the STOCK CONTROL/ BIN CARD.

3. Record the following information for each patient:
 - a. Date = date of the patient's visit/date of testing.
 - b. IP? OP Number= Inpatient or Outpatient Number, that references the In-Patient or Out-Patient Registers.

TESTING SECTION

4. Record diagnostic test (microscopy/ RDT) result for each patient:
 - a. Test results obtained from the microscopy or RDT based on the weight category of the patient. If a test was not done, also tick the appropriate section.
 - b. For an invalid test, record that by ticking on the given column and repeat the test.
 - c. If a malaria test was not done, tick in the column reading "no malaria test done"
 - d. For an RDT test done, write the number of RDTs used in the column reading 'Qty of RDTs used". Do not tick.

TREATMENT SECTION 1

5. For patients tested positive and require an AL dose, tick the weight band/ age for each patient in the appropriate column.
6. Record the quantity of the AL dispensed according to the patient's by weight band. Remember to indicate the multiple or fraction quantities you dispense in case you must combine or split the AL doses respectively.

TREATMENT SECTION 2

7. For patients tested positive with signs of severe malaria and require Artesunate injectable, issue Artesunate vials as per the quantity required according to the 'Guideline for the diagnosis treatment and prevention of malaria 6th edition treatment guideline version 2020'.
8. Tick the appropriate column that meets the weight of the patient and record the quantity of Artesunate inj vials issued.

Calculating page summaries:

9. Run down each column per weight band and carefully add up the totals in the row marked "E". Add up all the columns, i.e. age group, microscopy, RDTs, no malaria test done, quantity of RDTs used, patient weight/ age category requiring AL, quantity of AL dispensed, patient weight/ age category requiring Artesunate inj, quantity of Artesunate inj issued.
10. Record any losses occurred. A loss could be damage/ pilferage/ unaccounted.
11. Calculate the closing **balance for the page for RDTs, ALs and Artesunate inj, "Balance end of this page= Total stock available -Total quantity dispensed -Losses"** as follows: **(G)= (C)- (E)- (F). Enter this figure into the row balance end of this page for each AL dose, Artesunate and mRDTs.**
Note: This is also the stock balance carried forward to the next page and recorded in the "Balance b/f (A)" section.
12. In the row marked "H" "Cumulative dispensed total", aggregate the total (E) in each page from the beginning of the month in each page to the end of the month such that the last page for the month has the cumulative total dispensed/ used/ issued for that month

At the end of the Month: For a health facility with multiple testing and dispensing points and outpatient/ observation/ inpatient wards, the health facility in charge should obtain **ALL the AL dispensed, Artesunate issued and RDT used from ALL DARs** in the health facility, and together with the stock control/ bin cards from the store and compile **ONE** health facility summary form.

Standard Operating Procedure for Recording Malaria fields in the MOH Register tools

Purpose

Tool	Column to be filled	Data Element contained in the column	How the Data element will be filled?	Steps to fill the data	Responsible person	Remark
MOH 645	>Name of the health facility >Type of malaria test done	>Name of the health facility >Type of malaria test done	>Fill in the name of the health facility at the top left corner of the DAR >Fill in the date when the commodities are used/ dispensed >Fill in the IP/OP number from 204A/B >From 204A/B and 240, identify whether microscopy/ mRDT was performed for each patient >For microscopy, indicate the test result as POS or NEG using a tick (√) >For mRDT, indicate the test result as POS, NEG or INV using a tick (√) >If neither microscopy nor mRDT was performed, indicate no test done using a tick (√) >At the bottom of this section, indicate the total numbers for each column of microscopy- POS and NEG; mRDT- POS, NEG and INV; and no test done		Facility staff- clinician, nurse, pharmacy staff, laboratory staff	>DAR should be available wherever mRDTs, ALs or Inj Artesunate are used/ dispensed such that a health facility can have multiple DARs in use; and at end month while summarizing information from DARs is consolidated >DAR may be available at the testing point (mRDT), dispensing point (ALs) and in the ward (Inj Artesunate) >If a weighing scale is not available, assumption for age and weight is done
MOH 645	Weight category of the patient for dispensing AL	Weight category of the patient for dispensing AL	>With a positive malaria test, the patient deserves to be dispensed an AL dose based on their weight >Using a tick (√), indicate the weight of the patient in the corresponding weight category columns of 5 to <15kg, 15 to <25kg, 25 to <35kg and 35+kg >Weight is indicated only for patients dispensed AL >At the bottom of this section, indicate the total numbers for each column of weight category of 5 to <15kg, 15 to <25kg, 25 to <35kg and 35+kg		Facility staff- clinician, nurse, pharmacy staff, laboratory staff	>DAR should be available wherever mRDTs, ALs or Inj Artesunate are used/ dispensed such that a health facility can have multiple DARs in use; and at end month while summarizing information from DARs is consolidated >DAR may be available at the testing point (mRDT), dispensing point (ALs) and in the ward (Inj Artesunate) >If a weighing scale is not available, assumption for age and weight is done
MOH 645	Quantity of RDTs/ ALs/ Inj Artesunate issued/ dispensed	Quantity of RDTs/ ALs/ Inj Artesunate issued/ dispensed	>For mRDTs, indicate the number of RDT (tests) used for each patient for whom mRDT was performed. This column will remain blank if a microscopy test is performed >When AL doses are dispensed, indicate the number of ALs dispensed based on the weight category >If all weight bands are available, then one AL 6 dose is dispensed to a weight of >5kg to<15kg, one AL 12 dose is dispensed to a weight of >15kg to <25kg, one AL 18 dose is dispensed to a weight of >25kg to <35kg and one AL 24 dose is dispensed to a weight of >35kg >Incase not all AL weightbands are available, based on the available AL weight band and patient weight, corresponding number of AL tabs will be dispensed. For instance (a) in a situation where only AL 12 weightband is available and with a patient of 51kg (who would need one dose of AL 24), two AL 12 doses will be dispensed; (b) in a situation where only AL 24 weightband is available and with a patient of 30 kgs (who would need one dose of AL 18), three-fourth (3/4th) i.e. 18 tabs of an AL 24 dose will be dispensed		Facility staff- clinician, nurse, pharmacy staff, laboratory staff	>DAR should be available wherever mRDTs, ALs or Inj Artesunate are used/ dispensed such that a health facility can have multiple DARs in use; and at end month while summarizing information from DARs is consolidated >DAR may be available at the testing point (mRDT), dispensing point (ALs) and in the ward (Inj Artesunate) >If a weighing scale is not available, assumption for age and weight is done
MOH 645	Quantity of RDTs/ ALs/ Inj Artesunate issued/ dispensed	Quantity of RDTs/ ALs/ Inj Artesunate issued/ dispensed	>At the top of this section, indicate the balance brought forward (from previous page) (A), quantity received (B), total stock available (C) (=A+B), receipt date when quantity was received and reference number of this receipt for mRDT, AL 6, AL12, AL 18, AL 24 and Inj Artesunate >At the bottom of this section, indicate the total dispensed (E), loss (D) and balance at end of the page (which is calculated as C - E - D) >Ending balance then becomes the balance brought forward on the next page		Facility staff- clinician, nurse, pharmacy staff, laboratory staff	>DAR should be available wherever mRDTs, ALs or Inj Artesunate are used/ dispensed such that a health facility can have multiple DARs in use; and at end month while summarizing information from DARs is consolidated >DAR may be available at the testing point (mRDT), dispensing point (ALs) and in the ward (Inj Artesunate) >If a weighing scale is not available, assumption for age and weight is done

