

Title		Accessing Controlled Drugs		Doc. No.	CL074 OP0279
Scope		Clinical Directorate	Operational Directorate	Primary Care 24 Director On-Call	
Purpose		To ensure safe and effective storage and supply of Controlled Drugs at Primary Care 24.			
Guidelines		Primary Care 24 holds a stock of Controlled Drugs (CDs) at Wavertree, Formby and Runcorn. They are locked in secure controlled drug cabinets located within the medicines management (MM) room / clinic room. Every instance of medication issued and replaced must be accurately recorded on the appropriate register(s) / paperwork (see SOP Record Keeping – Controlled Drugs). CDs must only be issued following a careful clinical assessment, and where it has not been possible to source the drugs through a pharmacy. <b>Under no circumstances should any patient or relative be informed to attend Wavertree Headquarters to collect any prescriptions for CDs or other items. This must be done via an Urgent Care Centre.</b>			
PROCEDURE				RESPONSIBILITY	
1	Decision  The prescriber, following a careful clinical assessment, makes a decision to issue Controlled Drugs to a patient. If it is not reasonable to source the drugs through a pharmacy.  At <b>Wavertree</b> the prescriber asks the shift manager to enable access to drugs required from the stock at Wavertree HQ contained within the overnight palliative safe which is held within the Medicines Management Storage Room, refer to CL005, Controlled Drugs at Wavertree Headquarters.			Primary Care 24 Clinician and operational staff	

	At <b>Formby</b> and <b>Runcorn</b> the prescriber contacts the shift manager for the key safe number.	
2	<p><b>Access to Controlled Drug Cupboard in Runcorn and Formby</b></p> <p>A clinician and a witness access the locked medicines store room/ clinic room to gain access to the key safe.</p> <p>It is mandatory for <b>two members of staff to be present at all times</b>. Access to the key safe is via a keypad, the number is only accessible to the shift manager, on call manager and the medicines management team. Once the key safe has been accessed the key safe number is changed by a member of the medicines management team.</p> <p>Once the key is accessed the controlled drug cupboard can be unlocked and the controlled drugs signed out.</p>	Primary Care 24 Clinician and operational staff
3	<p><b>Signing Out</b></p> <p>The CD register must be filled out with appropriate details (see SOP record keeping Controlled Drugs).</p> <p>Controlled drugs signed out to a patient or another site should be recorded on the relevant page in the CD record book and the following details recorded:</p> <ul style="list-style-type: none"> <li>• date supplied</li> <li>• name and address of person or company supplied</li> <li>• details of the authority to possess (prescriber or licence holder's details)</li> <li>• quantity supplied</li> <li>• Running balance of stock</li> </ul> <p>Place the controlled drug and water for injections in the CD box provided</p>	Primary Care 24 Clinician and operational staff

	<p>for transport.</p> <p>Lock the CD cupboard and return the CD key to the key safe, once opened the key safe code may need to be re-inputted to enable the key safe to be locked.</p> <p>Transport the CDs in line with SOP Transport, storage and disposal of controlled drugs.</p>	
4	<p><b>After administration of Controlled Drugs</b></p> <p>Access the key as before.</p> <p>The portable CD record sheet should be filled out recording:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Drug name and strength</li> <li>• Quantity of medication taken</li> <li>• Name and address of patient</li> <li>• Name of prescriber</li> <li>• Signature of prescriber</li> <li>• Quantity used</li> <li>• Quantity returned</li> </ul> <p>This negates the need for an FP10.</p> <p>If controlled drugs are being returned to the CD cupboard the CD register is filled out with the appropriate details:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Returned from "patient name"</li> <li>• Quantity received</li> <li>• Balance in stock</li> <li>• Signature of registered healthcare professional making the entry</li> <li>• Signature of witness</li> <li>• Name, strength and form (should be specified at head of page)</li> </ul>	<p>Primary Care 24 Clinician and operational staff</p>

5	<p><b>Audit</b></p> <p>Regular balance checks will be carried out by the medicines management team</p> <p>Quarterly reports on all incidents related to Controlled Drugs must be sent to the regional NHS England Controlled Drugs accountable officer.</p> <p>These reports will be prepared by a member of the medicines management team and signed off by the Controlled Drugs accountable officer (or Medical Director or their designated deputy if there is no designated CDAO or the CDAO is absent).</p>	<p>Primary Care 24 Medicines Management Team / CDAO / Medical Director</p>
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