

Title		Record Keeping – Controlled Drugs		Doc. No.	CL075 OP0281
Scope		Clinical Directorate	Operational Directorate		
Purpose		To ensure that recording of controlled drugs complies with the requirements of the Misuse of Drugs Act and PC24 Controlled Drug Policy.			
Guidelines		This is to be read in association with the controlled drug Policy.			
PROCEDURE				RESPONSIBILITY	
1	Controlled drugs held as stock must be recorded in the CD record book. All entries should be signed by a registered clinician and should be witnessed by a second registered health professional. Each page in the CD record book must specify at the head of the page the generic name, brand name (if applicable), strength and form of the drug to which the entries on that page relate. Each drug and each strength and each form must be on separate pages so that a running balance can be kept easily. Entries should be in chronological order in ink or be otherwise indelible. If a mistake is made it should be bracketed in such a way that the original entry is still clearly legible. This should be signed, dated and witnessed by a second registered nurse or other registered health professional. The witness should also sign the corrections. There should be an explanation for the correction. If in doubt of correct actions to take contact a member of the Medicines Management Team. No entries in the CD record book must be overwritten, crossed-out, erased or otherwise obscured or obliterated.				
2	TRANSFER TO A NEW PAGE				

	<p>On reaching the end of a page, the balance should be transferred to the next available page and the following details recorded:</p> <ul style="list-style-type: none"> • At the bottom of the finished page, record the new page number where the balance has been transferred to. • On the new page, record the quantity transferred and the page number where the balance has been transferred from. • Update the index at the front of the CD record book with the new page number. • The transfer should be witnessed and signed by a second registered nurse or other registered health professional. 	
3	<p>PROCEDURE FOR CONTROLLED DRUGS RECEIVED</p> <p>Controlled drugs received from pharmacy should be recorded on the relevant page in the CD record book and the following details recorded:</p> <ul style="list-style-type: none"> • Date of receipt and entry • Name of pharmacy making supply • Serial number of requisition • Quantity received • Balance in stock • Signature of registered healthcare professional making the entry • Signature of witness • Name, strength and form (should be specified at head of page) <p>When recording controlled drugs received from pharmacy, the number of units received should be recorded in words not figures to reduce the chance of entries being altered.</p>	
	<p>Controlled Drugs Signing out</p> <p>Controlled drugs signed out should be recorded on the relevant page in the CD record book and the following details recorded:</p> <ul style="list-style-type: none"> • date supplied • name and address of person or company supplied • details of the authority to possess (prescriber or licence holder's details) • quantity supplied 	

	<ul style="list-style-type: none"> • running balance of stock 	
4	<p>STOCK CHECKS</p> <p>The registered clinician with responsibility for CD stock at the location is responsible for keeping the CD record book up to date and in good order. After every administration, the balance in stock in the CD record book, of the CD preparation used, should be checked against the stock in the cupboard. If a discrepancy is found this should be investigated without delay.</p> <p>In addition stock checks of all controlled drugs entered into the controlled drugs register are carried out every 3 months. This includes checking the balance in the controlled drugs register against current stock.</p> <p>The stock check is recorded in the CD register and is signed by the responsible health care professional and witness.</p> <p>CD records must be kept for a period of at least two years from the date when the last entry was made, but if they contain a record of destruction of a controlled drug they must be kept for seven years. These should then be destroyed as confidential waste.</p>	