

Title	Transport, Storage and Disposal of Controlled Drugs		Doc. No.	CL076 OP0282
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 Transport	<ul style="list-style-type: none"><li>• All Prescribers have a duty of care to maintain safe custody of controlled drugs and keep them out of sight and locked in the vehicle during transportation.</li><li>• During transportation Controlled Drugs should be locked in the safe that is secured in the boot of PC24 vehicles.</li><li>• Controlled drugs should not be routinely transported to and from a patient's home by the Prescriber involved in the delivery of an episode of patient care; this is however permissible when other methods of supply are not appropriate.</li></ul>		All PC24 staff	
2 Storage	<ul style="list-style-type: none"><li>• The storage of controlled drugs are in line with Misuse of Drugs (Safe Custody) Regulations 1973.</li><li>• Controlled Drugs must be stored in a locked approved Controlled Drug cupboard (fixed to the wall or floor) which has been approved for the storage of CDs.</li><li>• The CD cupboard must be separate from other cupboards or be inside other locked medicines cupboards used to store internal medicines.</li><li>• Access to the CD Cupboard must be limited to Designated Members of Staff.</li><li>• Controlled drugs in a patient's own home are the property of the patient.</li></ul>		HOMM / CDAO	
3 Disposal	<ul style="list-style-type: none"><li>• Controlled drugs for destruction, for example out of date stock, should be set aside in the controlled drug receptacle</li></ul>		CDAO / HOMM / clinicians	

	<p>with packaging and clearly labelled 'for destruction' so as not to be used by mistake.</p> <ul style="list-style-type: none"> <li>• Health professionals and service providers who are required by the <a href="#">2001 Regulations</a> to maintain a controlled drugs register must have an <a href="#">authorised person</a> present to witness the destruction of <a href="#">stock</a> controlled drugs in Schedule 2 in line with <a href="#">Regulation 27</a> of the 2001 Regulations.</li> </ul> <p>When destroying and disposing of stock controlled drugs in Schedule 2, health professionals:</p> <ul style="list-style-type: none"> <li>• must record the following, in line with <a href="#">Regulation 27</a> of the 2001 Regulations: <ul style="list-style-type: none"> <li>○ the name, strength and form of the controlled drug</li> <li>○ the quantity</li> <li>○ the date of destruction</li> <li>○ the signature of the authorised person witnessing the destruction</li> </ul> </li> <li>• should record the signature of the person destroying the controlled drugs.</li> <li>• Clinicians working for Primary Care 24 attending a patient who has died should not remove controlled drugs that are no longer required.</li> </ul>	
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