

<b>Title</b>		<b>Requisitioning Controlled Drugs</b>		<b>Doc. No.</b>	<b>CL078 OP0283</b>
<b>Scope</b>		<b>Clinical Directorate</b>	<b>Operational Directorate</b>		
<b>Purpose</b>		To ensure that recording of controlled drugs complies with the requirements of the Misuse of Drugs Act and PC24 Controlled Drug Policy.			
<b>Guidelines</b>		This is to be read in association with the controlled drug Policy.			
<b>PROCEDURE</b>				<b>RESPONSIBILITY</b>	
<b>1</b>	A medical stock check is carried out by the medicines management team and the logistics manager (in one of their absences another designated manager / director must be present to witness) every time the Controlled Drugs safe(s) have been opened.			Primary Care 24 Logistics Manager / Medical Director / Medicines Management Team	
<b>2</b>	If CD stock is required the medicines management team complete a FP10 CDF, the medical director, or in their absence, a member of the medical leadership team signs the form and a copy is made.  Once signed the FP10 CDF is then sent to the designated pharmacy for stock requisition. They then contact us when it is ready to collect.			Primary Care 24 Logistics Manager / Medical Director / Medicines Management Team	
<b>3</b>	Two members of the medicines management team then take the completed FP10 CDF to the designated pharmacy (Sedems pharmacy) which is appropriately licensed by the Home Office for this purpose.  <ul style="list-style-type: none"><li>The pharmacist issues items as per signed FP10 CDF</li><li>Medicines management team member signs the FP10 CDF for receipt of the medication and the pharmacist retains this copy</li></ul> Appropriate ID and a signed authorisation card must be carried by the medicines management team member when collecting these items			Primary Care 24 Medicines Management Team / Designated Pharmacist	
<b>4</b>	Medication is transported from the designated pharmacy by medicines management team members in a safe fitted in the PC 24 vehicle and taken directly to Wavertree Headquarters.			Designated Pharmacist / Primary Care 24 Medicines Management Team	

	The medical director, a member of the medical leadership team or any director of the organisation, accompanied by a medicines management team member, access the Controlled Drug safe to deposit the stock in the safe and update the Controlled Drug register as described in the Record Keeping SOP.	/ Medical Lead / Organisation Director
<b>5</b>	The copy of the FP10 CDF is placed in locked fireproof metal cabinet within the medicines management room and kept for seven years.	Primary Care 24 Medicines Management Team
<b>6</b>	<p>If there is any discrepancy between the register and stock held, this should be reported to the Controlled Drugs responsible officer and the medical director (if this is a different person), logged as an incident on Datix and an investigation undertaken.</p> <p>If the investigation reveals an unexplained stock discrepancy, this should be reported to the Controlled Drugs accountable officer at NHS England and to the Merseyside Police Controlled Drugs responsible officer.</p>	Primary Care 24 Medical Director / Responsible Officer