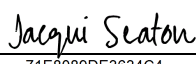




SOP for Record Keeping Controlled Drugs (CDs)

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Engagement & Consultation

Key Individuals/Groups Involved in Developing this Document

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1 Introduction

The Controlled Drugs (Supervision of Management and Use) (Wales) Regulations 2008 require designated bodies (and any body or person acting on behalf of, or providing services under arrangements made with the designated body) to have adequate and up to date standard operating procedures (SOPs) in place in relation to the management and use of controlled drugs.

Controlled Drug (CD) SOPs are detailed written instructions that aim to achieve uniformity in the way that CDs are managed across the organisation.

Benefits of CD SOPs include:

- Clarity for staff on what is expected of them
- Practical guidance to support the management of CDs
- Improved CD governance by ensuring consistent safe and legal processes are in place

The Health Board is required to have SOPs covering every applicable aspect of the CD journey. The Regulations specify that the SOPs must, in particular, cover the following matters, as appropriate to the organisation —

- a) who has access to the controlled drugs;
- b) where the controlled drugs are stored;
- c) security in relation to the storage and transportation of controlled drugs as required by the misuse of drugs legislation;
- d) disposal and destruction of controlled drugs;
- e) who is to be alerted if complications arise; and
- f) record keeping, including—
 - maintaining relevant controlled drugs registers under the Misuse of Drugs legislation, and
 - maintaining a record of the controlled drugs specified in Schedule 2 to the Misuse of Drugs Regulations 2001 (specified controlled drugs to which certain provisions of the Regulations apply) that have been returned by patients.

The CD SOPs should be used in conjunction with the [Medicines Policy](#)

This SOP covers the Record Keeping required for CDs

2. Objective

This SOP applies to All Powys Teaching Health Board staff who are involved in the record keeping of controlled drugs.

To ensure all staff work in accordance with the approved procedure for record keeping of CDs and are aware of their individual responsibilities and accountability for this process.

This SOP must be followed when documenting the use of any Schedule 2 or 3 CDs (and any other drugs as requested by the CDAO) for use on the ward or in the department.

3. Definitions

- PTHB – Powys Teaching Health Board
- SOP- Standard Operating Procedure
- CDAO – Controlled Drugs Accountable Officer
- CD – controlled drug
- Datix - PTHB Incident Reporting System
- MMT – Medicines Management Team (pharmacists, pharmacy technicians, nurses and administrative staff working in Medicines Management Department)
- RODP – Operating Department Practitioner
- Pharmacy Team- Pharmacists, Technicians and Assistants employed by PTHB.
- Supplying Pharmacy – the hospital pharmacies that supply CDs to PTHB – Nevill Hall Hospital and Bronglais Hospital
- PODs- Patients Own Drugs

4. Role / Responsibilities

The record keeping requirements for CDs on a ward or department is the responsibility of the Nurse in Charge and should be undertaken by them personally wherever possible. This duty may be delegated to an approved nurse, midwife or RODP. However, the Nurse in Charge retains accountability for ensuring the agreed procedures are followed.

Only individuals familiar, competent and approved to work to this SOP should have involvement in the record keeping required for CDs.

5. CD Registers

- The Nurse in Charge is responsible for keeping the CD Register up to date and in good order.
- A separate controlled drugs register must be kept for each location where controlled drugs are stored.
- Registers must be bound (not loose leaf) no pages should be removed from the controlled drugs register. Each page is numbered and the chronological order must be retained.

- The CD register must not be used for any other purpose. And only one active stock CD register should be in use per CD cupboard at any time.
- Entries and orders must be made in indelible ink. Each page must only contain entries for one item.
- The CD register must contain a running balance and all controlled drugs regularly checked against this balance - see Stock Check SOP.
- Stock entries must run from the front of the register with patients own entries running from the back.
- A different page must be used for each separate preparation for stock.
- A separate page must be used for each individual preparation and each patient for patients own.
- CD registers must be retained for 2 years from the date of the last entry <https://www.sps.nhs.uk/articles/retention-of-pharmacy-records/>
- Theatres and endoscopy must use the specified Theatre Controlled Drug register.

6. CD Requisition Books

All CD requisitions must be submitted using the agreed CD Requisition book. The requisition requires-

- the signature and printed name of the person ordering the controlled drug
- the ward, department or location
- the controlled drug name, form, strength, and for ampoules, the size if more than 1 is available
- the total quantity of the controlled drug to be supplied
- the date of the request
- the signature of the person issuing the controlled drug from the pharmacy.
- carbon copies need to be retained for the appropriate duration see <https://www.sps.nhs.uk/articles/retention-of-pharmacy-records/> and stored in chronological order

- each location must have two books so that one is onsite when the other is off site.

7. Security of CD Stationary

All stationery relating to controlled drugs is classified as controlled stationery, subject to enhanced security requirements. Both controlled drug requisition books and registers must be stored in a locked drawer / cupboard authorized by pharmacy and only accessible to registered staff authorised to manage controlled drugs. They are recommended to be kept near the controlled drug cupboard.

8. Ordering CD Stationary

For PTHB Hospitals, CD Registers and CD Order books should be ordered via NHH Pharmacy by emailing abb.nhhpharmacy@wales.nhs.uk

9. Archiving and Retention Requirements for CD Documentation.

All CD documentation/ stationary not currently in use must be archived securely until it is eligible for destruction. Guidance on the retention requirements for CD stationary can be found at <https://www.sps.nhs.uk/articles/retention-of-pharmacy-records/>

10. References

[Medicines Policy](#)