**Prescribing Tip For Information**

**CQC - Management of Controlled Drugs**

This MythBuster summarises current requirements and gives practical guidance for GP practices on controlled drug governance arrangements: [GP mythbuster 28: Management of controlled drugs - Care Quality Commission (cqc.org.uk)](https://www.cqc.org.uk/guidance-providers/gps/gp-mythbusters/gp-mythbuster-28-management-controlled-drugs)

GP practices should have systems in place to ensure the safe management of controlled drugs (CD’s), including:

* Each practice should have clear, written standard operating procedures (SOPs) covering all aspects of CD management that are known, understood and followed by all relevant staff.
* SOPs should cover the ordering, storing, administering, recording, and destruction of CDs.
* SOPs should also include the importance of reviewing ongoing prescriptions for CDs to ensure they are stopped if a patient no longer needs them.
* Prescription stationery for CDs, including printer paper, must be stored securely to prevent theft and misuse to fraudulently obtain controlled drugs.

Practice staff should ensure they aware of the following:

* Relevant knowledge and skills to undertake the CD related tasks required of them.
* Who to contact if they have a concern about an incident or the performance or practice of other healthcare professionals / staff.
* How to contact the NHS England lead controlled drugs accountable officer (CDAO) for the area- currently Devina Halsall [devina.halsall@nhs.net](mailto:devina.halsall@nhs.net)
* If a practice need to report a CD incident they can do so through [www.cdreporting.co.uk](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cdreporting.co.uk%2F&data=05%7C02%7Cjulie.lawson5%40nhs.net%7C554976d61d9842b856fd08dc1cbddb70%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638416848951178401%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=bPy%2Bmwqn3B3hpRZgjWTuruyjO9bwhrqu0in2aCGUP9s%3D&reserved=0)
* The email for reporting incidents is [england.nwcdreporting@nhs.net](mailto:england.nwcdreporting@nhs.net)

**Information and advice are included under the following headings:**

* Ordering controlled drugs
* Collecting controlled drugs
* Obtaining controlled drug stock from a wholesaler
* Receiving controlled drugs
* Controlled drug registers
* Running balances and dealing with discrepancies
* Storage of controlled drugs
* Controlled drugs requiring cold storage.
* Out-of-date / unwanted / patients’ own controlled drugs and patient returned controlled drugs.
* Doctor’s bags and storing controlled drugs
* Prescribing controlled drugs
* Repeat prescriptions of a controlled drug
* Prescription stationery secure storage
* Private prescribing of CDs
* Controlled drug destruction
* Denaturing and witness requirements for stock CDs
* Denaturing and witness requirements for patient returned CDs.
* CD Patient Group Directions (PGDs)
* Legislation and guide

It is strongly recommended by the Department of Health that the quantity of Schedule 2, 3 and 4 Controlled Drugs prescribed should **not** exceed **30 days**’ supply. Pharmacists may legally dispense a quantity greater than 30 days. The prescriber will need to be able to justify a supply of more than 30 days based on clinical need and this should be recorded on the patient’s notes.