Guidance for prescribers to request a private CD prescribing number, obtain private CD prescriptions and the requisition form link

If you’re a prescriber who needs to prescribe private schedule 2 or 3 CDs you’ll need to apply for a private prescriber number. Email us on england.lancscontrolleddrugs@nhs.net and we’ll send the forms that you need to complete. The application includes a self-assessment of your controlled drug arrangements. For further information contact Sarah Newsome at sarah.newsome3@nhs.net or Maureen Kirwan who is the Controlled Drug Accountable Officer (CDAO) for NHS England, North (Lancashire and South Cumbria) at maureen.kirwan@nhs.net

Once you’ve returned the forms we’ll review them and authorise you as appropriate. If the CDAO authorises your application then we’ll request a private CD prescriber code for you from the NHS Business Services Authority (NHSBSA).

Private prescriptions
Doctors, dentists and non-medical prescribers must use the private prescription form FP10PCD when privately prescribing Schedule 2 and 3 controlled drugs.

Private prescriptions for Schedule 4 and 5 controlled drugs should be written in the same way as private prescriptions for non-controlled drug medicines and do not need to be on the FP10PCD.

Monitoring
The use of a dedicated private CD prescribing number and associated forms allows for the monitoring of CD prescribing in the same way as NHS prescribing is monitored. This monitoring is undertaken by the NHS England CDAO and may result in challenges to the prescriber if there is cause for concern raised or potential inappropriate prescribing identified.

Ordering private controlled drug (FP10PCD) prescription forms
Once a private prescriber code has been issued to you by NHS England, FP10PCD forms can be ordered from Primary Care Support England (PCSE) operated by Capita on behalf of NHS England. Please contact the team at pcse.enquiries@nhs.net to request an order of FP10PCD prescriptions. The cost of the forms will be invoiced by Capita to the prescriber or practice.

You’ll need to register your practice on the portal at the PCSE website www.pcse.england.nhs.uk/register and for this you’ll need a unique identifier which should have been sent to you in the post. If you have not received this you should
contact PCSE.enquiries@nhs.net to request it

What information needs to be included on a prescription for a controlled drug?
Prescriptions for controlled drugs on both NHS and private prescription forms must:
• be written (or printed) in indelible ink
• be signed by the prescriber
• be dated
• specify the prescriber’s address and profession
• include the name and address of the patient
• include the age and date of birth for children under 12 years
• The Department of Health recommends that the patient’s NHS number is included on all controlled drug prescriptions. This is not yet mandatory but may be in the future.
• NHS and private controlled drug (Schedule 2, 3 or 4) prescriptions are valid for 28 days from the appropriate date of the prescription. The appropriate date is either the signature date or any other date indicated on the prescription (by the prescriber) as a date before which the drugs should not be supplied – whichever is later.
• Patients, or their representatives, collecting Schedule 2 and 3 controlled drugs just sign for them when collecting from the pharmacy and must have written authorisation

Information that must be included on both NHS and private prescription forms for controlled drugs in Schedules 2 and 3 is:
• The name of the controlled drug in full as written in the BNF
• The form and, where appropriate, the strength of the preparation
• The total quantity (in both words and figures) of the preparation
  OR the number (in both words and figures) of dosage units to be supplied
  OR the total quantity (in both words and figures) of the Controlled Drug to be supplied
• The dose

Advisories for Prescribers
Prescribers are strongly advised to limit the duration of treatment with Schedule 2, 3, and 4 controlled drugs to 30 days. Prescriptions for over 30 days duration may be challenged by the dispensing pharmacist, the CDAO or medicines management teams.

There is no legal requirement for the prescriber’s name to appear on the prescription form other than in the form of a signature. However, it is good practice for the name to appear legibly to enable an accurate entry to be made in the controlled drug register by the pharmacist dispensing the prescription.
Dentists are all issued with the same code and so it is important that they add their full name and address to each FP10PCD prescription form.

Before dispensing a controlled drug from Schedule 2 or 3, pharmacists have a legal obligation to take sufficient steps to reasonably ensure that the prescription is genuine. They must be acquainted with the signature of the prescriber and have no reason to suppose that it is not genuine, or take reasonable steps to satisfy themselves that it is genuine.

**Requisition form link**
On 30 November 2015, a new mandatory FP10CDF CD Requisition Form was introduced, for the requisitioning of all Schedule 2 and 3 drugs (e.g. for stock) in the community. This form can be downloaded, completed and printed or downloaded and saved locally. Requisitions not received on this mandatory form cannot be accepted by either a wholesaler or community pharmacy (with a wholesale license). This link to the form is here:

http://www.nhsbsa.nhs.uk/PrescriptionServices/1120.aspx