

General Practitioners and Other Authorised Possessors Register of Schedule 2 Controlled Drugs

Name and Address of Doctor / Practice / Site

Drugs requiring Record Keeping

The following list of Schedule 2 Controlled Drugs should be recorded in this Register.

Generic	Brand	Generic	Brand	Generic	Brand
Alfentanil	Rapifen	Hydromorphone	Palladone, Palladone SR	Morphine	Cyclimorph Morphgesic SR MST Continus MXL Oramorph Conc Sevredol Zomorph
Codeine Injection		Medicinal Opium			
Diamorphine		Methadone	Methadose Physeptone Synastone		
Dihydrocodeine Injections	DF 118				
Dipipanone	Diconal				
Fentanyl	Abstral Actiq Durogesic DTrans Effentora Fentalis Reservoir Instanyl Matrifen Osmach Sublimaze Tilofyl	Methylphenidate	Concerta XL Medikinet IR, Medikinet XL Ritalin	Pethidine	
				Remifentanil	Ultiva
				Secobarbital	Tuinal

Please note all brands of classes requiring recording may not necessarily be listed in the table above.

Unique Register Reference Number

Record Keeping Regulations

A separate page of this register must be used for each individual drug together with the name of the drug to which the entry relates, specify the strength and form of the drug at the head of the page.

A class is any of the drugs specified together with its salts and stereoisomer and also includes preparations containing these drugs.

Entries should be made on the day of the receipt / supply / administration (or on the next day if this is not possible).

For example: **Drug name:** Morphine **Strength:** 10mg **Form:** Tablet

Records must show:

- Entries written by hand in chronological sequence (i.e. date order) in ink or otherwise so as to be indelible
- Form in which obtained or supplied
- Date on which obtained
- Name and address from whom received
- Quantity obtained
- Signature
- Date on which the transaction was effected
- Name and address of person supplied / administered to
- Details of authority to possess - prescriber or licence holder's details*
- Quantity administered / supplied
- Quantity wasted / not used
- Balance
- Signature

As well as the above information to be recorded in the Register, additional though related information can also be recorded.

This includes running balances (stock held) as well as any other information considered desirable.

Avoid abbreviations whenever possible.

NO ATTEMPT SHOULD BE MADE TO REMOVE PAGES. Entries should not be altered, erased or obliterated. If an error is made, annotate the incorrect entry with a mark, and the word "ERROR", then make a margin (top or side) entry with a corresponding mark and the words "Error should read....."

The author must then sign and date the amendment.

Please note all brands of classes requiring recording may not necessarily be listed in the table on the previous page.

It would be poor practice not to record running balances (stock held).

The blank columns on the obtaining and the supply pages may be used to record signatures or for any other lawful purpose.

* In the case of Personal Administration the 'Authority' to be recorded will be the GP administering the Controlled Drug. Where the drug has been supplied under the authority of a valid prescription the name of the doctor signing the prescription should be recorded.

001

Record of Obtaining of

Form

Strength

Date on which obtained	Name and address from whom received	Quantity obtained	Signature	

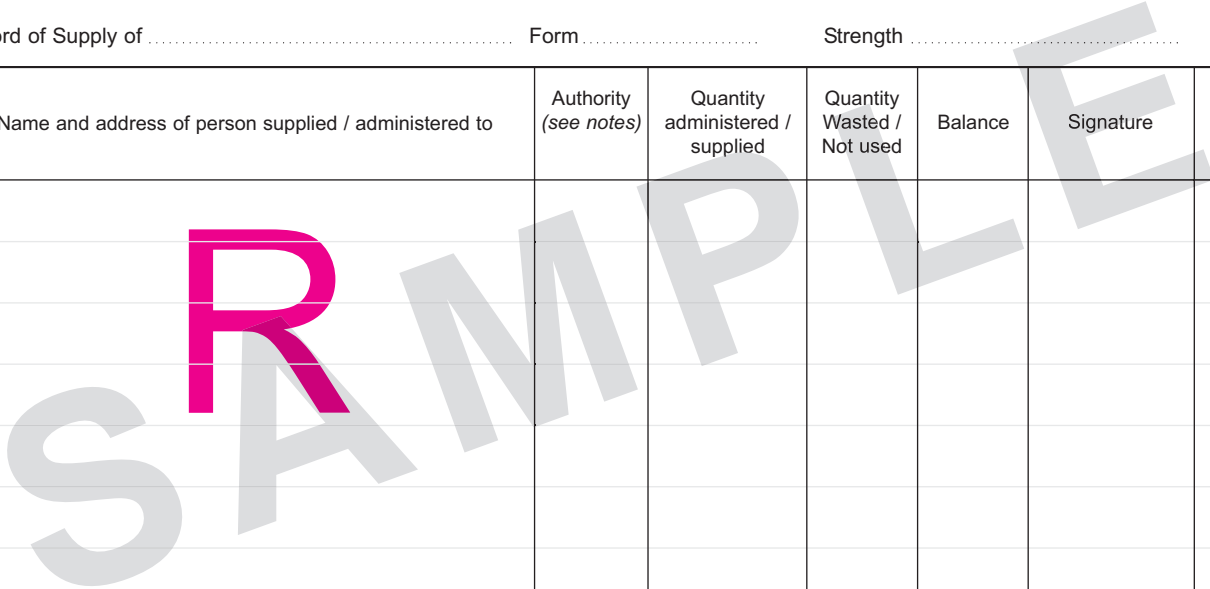
SAMPLE

Record of Supply of Form.....

Strength

001

Date on which the transaction was effected	Name and address of person supplied / administered to	Authority (see notes)	Quantity administered / supplied	Quantity Wasted / Not used	Balance	Signature	



Destruction of Schedule 2 Controlled Drugs - The Law

There will be occasions when an authorised possessor such as a surgery or pharmacy wishes to destroy Schedule 2 Controlled Drugs. There are two clear categories of such, patient returns and the possessor's own unissued stock. Such drugs should only be denatured in approved Resin Kits to the extent that they cannot be recovered, retrieved and re-used; and may then be disposed of according to the protocols of the responsible Primary Care Organisation based on current guidance of the Environment agency.

Patient returns - which if you choose to accept them, may only be destroyed by the authorised possessor, receiving surgery or pharmacy. The receipt and destruction of such must not be recorded in this register.

Possessor's own unissued stock or stock returned from other authorised possessors of Schedule 2 Controlled Drugs

The destruction of these must be recorded in this register. Unissued stock, usually, will only need to be destroyed because it is out of date stock and if Schedule 2 Controlled Drugs would have been recorded by law, in the purchases register. The possessor's unissued stock cannot be denatured without an approved outside witness. Such persons include Home Office Inspectors', Inspectors of the General Pharmaceutical Council and other persons authorised by The Secretary of State. All Primary Care Organisations include some such authorised persons. The authorised person can only witness denaturing.

The Home Office states they should not be given the drugs to take away for destruction. They may however take a small sample of the drug which is to be destroyed for forensic purposes.

The Controlled Drugs Register of Purchases and Supplies should record the particulars of the date of destruction, the form and quantity of the drug destroyed.

This must be signed and dated by the authorised person who has been present and witnessed the destruction and countersigned by a representative of the possessor.

It should be noted that the General Pharmaceutical Council Inspectors do not under normal circumstances witness destruction of Controlled Drugs in doctors' surgeries.

Recycling - The Law

The Home Office view is that it is illegal to recycle returned Controlled Drugs. The NHS Prescription Service states that it is fraudulent to claim for recycled Controlled Drugs and that they cannot pay the NHS dispensing fee on its own. Once dispensed Controlled Drugs have left a clinic, surgery or pharmacy, they must not be re-used.

Patient returns, if the surgery/pharmacy chooses to accept them, should be denatured by them with a witness and a record made which should be signed and dated.