

Doctors' Bags

All healthcare professionals who hold personal CD stock must keep their own CD register (CDR), and they are personally responsible for keeping this accurate and up-to-date.

If you carry a bag containing CDs for home visits, etc., you must keep a CDR for the CD stock held within that bag. This must be separate to the practice CDR. You are responsible for the receipt and supply of CDs from your own bag.

You can obtain CDs from a Community Pharmacy, using a FP10CDF requisition form, or from practice stock.

Following the administration of a CD to a patient, you should write a prescription and endorse it with the word "administered" and then date it. Information should be entered into the CDR and patient's record as soon as possible.

Restocking of your bag from practice stock should be witnessed by another member of the practice staff, as should appropriate entries into both your CDR and the practice CDR.

You must NOT use patient-specific CD prescriptions to replace or "top-up" your bag, even if the stock was used for that patient initially.

If your CDs expire, they should be returned to the central practice stock and CDR. If your practice does not hold central stock, then the CDs need to be destroyed directly from the bag, in the presence of an Authorised Witness.

If you do not carry CDs in your bag, but occasionally take stock from the surgery to a patient's home, you should transfer the stock from the practice CDR into your own CDR whilst you are carrying the CD in your bag. If the CD is not used, the stock should be re-entered into the practice CDR and out of your own register.

Although the Fourth Report of the Shipman Enquiry (chapter 14) showed there was strong support for the suggestion that GPs within the same practice who shared the use of an emergency bag should be allowed to keep one CD register, which identified who administered or otherwise disposed of the drugs, this has not yet been legally tested.

Your bag must be lockable, and locked at all times except when in immediate use, and not be left unattended during home visits.

The lock may use a key or combination code. You must always retain the key and in the case of a combination lock, take responsibility for the code.

Medicines are sensitive to extremes of temperature and should be stored between 4°C and 25°C. It is best to store the bag in a cool place in the surgery or at home, rather than in your car which can be too cold or too hot. If your bag needs to be left in your car, the bag must be locked, kept out of sight and locked in the boot.

BE AWARE - bags have been stolen from cars LOCALLY.

Report to the police and to the CDAO