

# Controlled Drug Factsheet

# 4

## Storage

Schedule 2 and 3 CDs (exceptions apply) require safe custody.

S2 and S3 CDs must be kept in a CD cabinet that meets the requirements of The Misuse of Drugs (Safe Custody) Regulations 1973. The CD cabinet needs to be large enough to tidily store all your S2 and S3 stock - including items that are waiting to be collected, items that have been returned and items that have past their expiry date. Do not keep the CD Register in the CD cabinet. No other items should be stored in the cabinet.

Keep your stock levels to a minimum and review your stock holding regularly, using an audit of the past 12 months use. An NPSA alert requires that you separate all your low strength opiate products from your high strength products. E.g. don't keep 5mg diamorphine next to 30mg diamorphine.

Check the expiry dates of your stock regularly. Aim to do this at the same time as you reconcile the running balances.

An easy way to separate expired and returned CDs is to store them in labelled lidded plastic boxes.

You must ensure the key to the CD cabinet is secure. You should keep records of staff who have access to the CD key / cabinet. The safest place for the CD key is a digital key safe - change the code regularly and when staff leave. Do not leave the key in the cabinet door, in a drawer, or in a tablet pot on the shelf.

**Although S4 and S5 CDs do not require safe custody, and some S3 CDs are exempt from safe custody, you should guard against their diversion.** Keep your dispensary door shut and locked, even when you are working – digital key pads or swipe cards are helpful to ensure a good balance between security and accessibility. Your dispensary shouldn't be accessible to patients or unauthorised / unsupervised staff. This may include doctors (who are not checking scripts), nurses, administrators and cleaners.

Keep your working environment tidy; consider having separate bench space for dealing with CDs. Don't leave waste bins under the CD cabinet – blaming the bin for lost CDs is not acceptable.

When you leave the dispensary unattended, ensure all entry points are secure e.g. hatch, windows, emergency exits. Your dispensary should be covered by the practice alarm system.

Your CD cabinet must:

- Be made of metal, with suitable hinges
- Be fixed to the wall or floor with rag bolts (not screws), that are not accessible from the outside
- Be locked
- Not be accessible to patients
- Have nothing displayed on the outside to indicate that CDs are kept there