

Record Keeping

Records for Schedule 2 CDs must be kept in a CD register.

The Register is a record of all stock CDs on the premises, including **date expired** CDs.

Registers must be bound (not loose-leaved).

There must be a section for each drug, form and strength e.g. one for morphine Sevredol® 10mg tabs and one for morphine MST® 10mg MR tabs.

Entries must be in chronological order, made on the day of the transaction or the next day. Entries must be made when CDs are **supplied** not when they are prepared/dispensed.

Entries must be made in ink.

There must be no cancellations, obliterations or alterations; corrections must be made by a signed and dated entry in the margin or at the bottom of the page.

The register must be kept at the premises to which it relates and be available for inspection at any time. A separate register must be kept for each set of premises where CDs are held (e.g. main surgery and branch surgery).

The register must be kept for a minimum of two years after the date of the last entry. To keep the register manageable, completed register inserts do not need to be kept in the ring binder, they may be archived.

The register must not be used for any other purpose e.g. records of patient returns must not be recorded at the back.

Expired stock must not be entered out of the Register, except in the presence of an Authorised Witness at the time of destruction.

What to Record in the Register	
The drug class, name, form and strength must be recorded at the top of every page	
When CDs are obtained	When CDs are supplied
<ul style="list-style-type: none"> • Date supply obtained • Name and address from whom obtained i.e. the wholesaler, community pharmacy • Quantity obtained 	<ul style="list-style-type: none"> • Date supplied • Names and address of patient or GP the CD is for • Detail of authority to possess (GP/ nurse) • Quantity supplied • The person collecting the CD and, if GP or nurse etc. their name and home address plus <ul style="list-style-type: none"> • If proof of identity was requested (Y/N) • If proof of identity was provided (Y/N) It is illegal to record “not applicable” in either proof of identity fields.

Contact the Medicines Management Team for advice: Clare Moody clare.moody@nhs.net 01480 387 114

Controlled Drug Accountable Officer: Dr Sarah Rann england.ea-CDAO@nhs.net

IDENTITY CHECKS

When supplying S2 CDs you must seek to establish and record in the CD register whether the person collecting the dispensed prescription is the patient, their representative e.g. spouse, neighbour, or a healthcare professional acting in their professional capacity.

Patient or patient’s representative	Healthcare Professional
<p>You may request evidence of the person’s identity - if to do so does not compromise patient confidentiality or deter patients from collecting their medication.</p> <p>You must record whether evidence of identity was requested (annotate the CD register in the yes / no column). As a matter of good practice, a note as to why you did not ask may be included but this is not mandatory.</p> <p>You must record whether evidence of identity of the person collecting the drug was provided, or not.</p> <p>You may refuse to supply the drug if you are not satisfied as to the identity of that person.</p> <p>It is good practice to record information to support the proof of identity requirements.</p> <p>A delivery driver is classed as the patient’s representative, their details should be recorded in the register.</p>	<p>You must obtain the person’s name and home address .</p> <p>You must, unless acquainted with that person, request evidence of that person’s identity.</p> <p>As a guide, request ID of anyone not directly employed by the practice e.g. locum doctors, district nurses.</p> <p>Record their registration number to support the proof of identity requirements.</p> <p>You may supply the drug even if you are not satisfied as to that person’s identity.</p> <div style="border: 1px solid black; border-radius: 15px; background-color: #e0f2f7; padding: 10px; margin-top: 10px;"> <p>Please be aware that investigation of prescribers who have also collected dispensed medication has identified diversion and misuse of CDs. We recommended that prescribers do not undertake both activities, as it will be queried by the CDAO.</p> </div>

Ask the person collecting to sign the back of the prescription in the space provided.