

<b>STANDARD OPERATING PROCEDURE:</b>	<b>PRESCRIBING OF CONTROLLED DRUGS</b>
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**AT ALL TIMES, STAFF MUST TREAT EVERY INDIVIDUAL WITH RESPECT  
AND UPHOLD THEIR RIGHT TO PRIVACY AND DIGNITY**

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## **1 CONTROLLED DRUGS FOR INPATIENTS**

- 1.1 Most prescriptions for controlled drugs will be prescribed within the HIS system and this satisfies the requirements for controlled drugs for inpatients.
- 1.2 In areas where HIS isn't being used for prescribing or at times when prescription charts are being used due to HIS not being available, further requirements exist:
- 1.3 The prescription must include, preferably in the prescribers own handwriting:-
  - 1.3.1 The name, strength, form and route of administration of the preparation.
  - 1.3.2 The dose ("take one as directed" constitutes a dose, whereas "as directed" does not)
  - 1.3.3 Frequency – if prescribed as required for breakthrough pain, minimal interval for administration should be specified e.g. every 6 hours, and a maximum total quantity to be administered in 24 hours.
  - 1.3.4 A finish date, if appropriate.
  - 1.3.5 Any paper prescription must be signed and dated in black indelible ink by the prescriber prior to a supply being made against it.
- 1.4 As with all other prescribing, check that you have the correct patient by using three points of reference to confirm identity; name, date of birth, unit/NHS number.

## **2 CONTROLLED DRUGS ON DISCHARGE (OR FOR AN OUT-PATIENT)**

- 2.1 NB: Although the trust treats diazepam, zopiclone and zolpidem as full controlled drugs for ordering and storage, they are exempt from the handwriting requirements.
- 2.2 Controlled drugs may be prescribed using electronic prescription provided the requirements detailed in paragraph 2.3 are met.
- 2.3 The prescription must include:-
  - 2.3.1 The name and address of the patient.
  - 2.3.2 The name, strength, form and route of administration of the preparation.
  - 2.3.3 The total quantity (or the number of dose units) of the preparation to be supplied in both words and figures.
  - 2.3.4 The dose to be taken (take as directed is not acceptable as a dose.)
- 2.4 Pharmacy can only supply against a printed prescription that is signed and dated in black indelible ink by the prescriber.
- 2.5 For HIS prescriptions this involves the prescriber printing off a paper copy, checking all the details are present as above and signing and dating it in ink – this is often termed "a wet copy."
- 2.6 In the case of preparations (e.g. tablets, injections), the form and the strength of the preparation must be stated, along with either the total quantity (in words and figures) of the preparation or the number (in words and figures of dose units to be supplied must be written on the prescription.

**Example 1- Fentanyl patch**

Date	Medicine Name	Form	Strength	Dose	Route	Frequency	Total quantity
11.11.20	Fentanyl patch 25 micrograms	Patch	25 micrograms / hour	One patch	Topical	Every 72 hours	Supply 5 (five) patches

**Example 2 – MST 40mg bd**

Date	Medicine Name	Form	Strength	Dose	Route	Frequency	Total quantity
11.11.20	Morphine Sulphate MR (MST)	MR Tab	30mg	30mg	Oral	BD	Supply 14 (fourteen)
11.11.20	Morphine Sulphate MR (MST)	MR Tab	10mg	10mg	Oral	BD	Supply 14 (fourteen)

**Example 3 – Diamorphine 60mg sc infusion**

Date	Medicine Name	Form	Strength	Dose	Route	Frequency	Total quantity
11.11.20	Diamorphine	Injection	30mg	60mg	Sc infusion	Daily over 24 hours	6 (six) x30mg

**3 QUANTITY OF SUPPLY**

Although not a legal requirement, the Department of Health has issued a strong recommendation that the quantity of controlled drugs dispensed does not exceed a 30 day supply. The pharmacy department will follow this guidance.

**4 TECHNICAL ERRORS**

Where a prescription for a schedule 2 or 3 controlled drug contains minor typographical error or spelling mistake or where either the words or figures (but not both) of the total quantity has been omitted, a pharmacist can amend the prescription indelibly so that it becomes compliant with legislation. Further guidance on this is found in Medicines Ethics and Practice (RPSGB, 2020.)

**5 HUMAN RIGHTS ACT**

Implications of the Human Rights Act have been taken into account in the formulation of this document and they have where appropriate been fully reflected in its wording.

**6 ACCESSIBILITY STATEMENT**

This document can be made available in a range of alternative formats e.g. large print, Braille and audio CD.

For more details please contact the HR Department on 01942 77 3766 or email [equalityanddiversity@wwl.nhs.uk](mailto:equalityanddiversity@wwl.nhs.uk).

HANDWRITING, STORAGE AND REGISTER REQUIREMENTS OF CDs – WWL NHS FOUNDATION TRUST

	Schedule ONE	Schedule TWO	Schedule THREE	Schedule FOUR Part 1	Schedule FOUR Part 2	Schedule FIVE
Examples of controlled drug	Drugs belonging to this schedule are thought to have no therapeutic value and therefore cannot be lawfully possessed or prescribed. These include LSD & MDMA (ecstasy)	Cocaine Codeine Inj Fentanyl Diamorphine Methadone Methylphenidate Morphine Oxycodone Pethidine Remifentanil Sodium Oxybate	Buprenorphine Gabapentin Meprobamate Midazolam Phenobarbitone Phentermine Pregabalin Temazepam Tramadol	<u>Stored &amp; Registered in WWL Trust:</u> Zolpidem Zopiclone Diazepam – Oral form only Zaleplon Ketamine <u>Not the case:</u> Chlordiazepoxide Clobazam Lorazepam Loprazolam Lormetazepam Nitrazepam Oxazepam Alprazolam	Androgenic and anabolic steroids  Chorionic gonadotrophin (HCG)  Non-human chorionic gonadotrophin  Somatotropin	Codeine Lomotil Dihydrocodeine Oramorph 10mg/5mL Pavacol-D
Legal Discharge or OPD Prescription Handwriting Requirement	N/A	YES	YES	NO	NO	NO
Legal Storage Requirement	N/A	YES	NO	NO	NO	NO
Legal Register Requirement	N/A	YES	NO	NO	NO	NO
		WWL pharmacy securely stores & registers <u>all</u> schedule 2 & 3 CDs.  WWL pharmacy securely stores & registers <u>some</u> schedule 4 part 1 CDs				