



Medicines Management Care Home Newsletter

August 2019 Special Edition – Controlled Drugs

In this edition:

Guidance on Controlled Drug

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- **Documentation**
- **Disposal**
- **Discrepancies**
- **Reporting**

Plus

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- **Pharmacies that hold end of life drugs**

Introduction

- Controlled drugs (CDs) have stricter rules for their supply, disposal and recordkeeping.
- Controlled drugs fall in different legal categories called schedules.
 - Different schedules have different legal requirements

Storage

- CDs requiring safe storage should be kept in a cupboard that complies with current legislation
- If a CD is supplied in a monitored dosage system (MDS) then keep the MDS in the CD cupboard.
- The CD cupboard should only be used to store CDs. No other items (e.g. money) should be stored in it.
- Access to the CD cabinet should be restricted.
 - Keys should be in the control of a designated person with an audit trail of the holder

Administration

If a patient is not self-administering the controlled drug then:

- In a nursing home
 - A medical practitioner or registered nurse should administer the CD
 - a second signature from a competent witness should be obtained
- In a home **without** nursing
 - an appropriately trained and competent staff member should administer the CD
 - a second signature from a competent witness trained to the same level should be obtained
- In both cases it is good practice for the second signatory to witness the whole administration process.
- Avoid interruptions to reduce the risk of error

Documentation

- Administration of a CD should be recorded on MAR and in the CD register if required
- The member of staff administering the CD and a competent witness should both sign the CD register
- The record should be completed immediately **AFTER** the CD has been administered
- There should be a separate sheet in CD register per patient and per drug.
- If a CD stored in the care home is administered by a visiting healthcare professional an appropriate record should be made in the CD register.
 - The transfer of the CD to the visiting healthcare professional should be witnessed by a second trained member of staff.
- Ask visiting healthcare professionals who administer a CD to make their record of their administration available to the care home

Contact the medicines management team on 0151 317 8450



Disposal

- Controlled drugs that are no longer required (e.g. stopped by clinician/patient deceased) need to be denatured before disposal.
 - There should be a standard operating procedure in place that covers disposal of controlled drugs.
- For nursing homes they should be safely denatured before being handed to a licensed waste disposal company.
 - For 'stock' controlled drugs a registered nurse and an authorised witness for destruction should sign the CD register.
 - Controlled drugs for individual patients a registered nurse and a suitably trained witness should sign the CD register.
- For care homes **without** nursing the unwanted medication should be returned to a pharmacy for destruction and disposal.
 - A record of the returned CDs form/quantity should be made and signed by pharmacy on receipt.
 - If collected by the pharmacy the CD register should be signed at the same time by the person collecting. Relevant details of transfer for disposal should be entered into CD register by a trained, competent member of staff.

Discrepancies

A process should be in place for dealing with discrepancies (i.e. difference between running balance and actual stock) related to CDs. Discrepancies should be reported to care home manager and then investigated.

Discrepancies can occur between what is expected and the received medication.

- Enter stock indicating what was obtained and not what was ordered
- Contact supplier as soon as possible to investigate/resolve
- Arrange for incorrect CD to be collected by supplier and store separately in CD cabinet while awaiting collection.
- Obtain signed receipt when collected and make entry in CD register

Discrepancies can occur between running balance and actual stock.

- Check back to ensure no bookkeeping/mathematical error
- Check MAR and any records of disposed medicines
- If cause of discrepancy identified record outcome and make signed and dated entry in the CD register to correct. Make reference to any relevant information used to explain discrepancy.
- Do not cancel, obliterate or alter any entry in the CD register.
- If a cause cannot be identified CQC, the CD accountable officer, and in some cases where appropriate (e.g. suspected misuse/theft) the police should be informed.

Reporting

Medication administration error involving CDs should be reported as per care home policy and local commissioning arrangements.

- Patient's GP should be notified.
- If applicable, i.e. if notification criteria met, CQC should also be informed

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Top Tips

- Check each solid dose medication’s (e.g. tablets, capsules, patches) container carefully before disposal to double check that the pack is empty. This will reduce the risk of incorrect balances.
- There is an inevitable introduction of error when measuring liquids for the stock check. The more often the liquid is measured the more error is introduced. Measuring weekly is a reasonable compromise.
- Care is required with buprenorphine and fentanyl patches as they carry a risk of overdose relating to exposure to heat. Heat sources (e.g. hot day, hot bath, hot water bottle, sitting by radiator) can increase the amount of drug absorbed leading to risk of overdose.
- Care is required that patients are unable to obtain access to alter MAR charts resulting in increased dose of CDs.

Pharmacies holding “End of Life” medication

Certain pharmacies (see below) in South Sefton CCG and Southport and Formby CCG have been commissioned to stock an agreed formulary of palliative medications. They are an alternative if end of life medication is required and usual pharmacy is closed and/or unable to supply in a timely manner.

South Sefton Pharmacies

<p><u>Bridge Rd Pharmacy.</u> Telephone: 0151 920 6361. Address: 54-56 Bridge Road, Litherland, Liverpool, L21 6PH</p> <p>Opening times</p> <table> <tr> <td>Monday – Friday</td> <td>07:00 - 23:15</td> </tr> <tr> <td>Saturday</td> <td>08:00 - 20:00</td> </tr> <tr> <td>Sunday</td> <td>08.15 - 15:00</td> </tr> </table>	Monday – Friday	07:00 - 23:15	Saturday	08:00 - 20:00	Sunday	08.15 - 15:00	<p><u>Asda Aintree Pharmacy</u> Telephone: 0151 520 4410 Address: Asda Store, Ormskirk Rd, Aintree, L103LN</p> <p>Opening times</p> <table> <tr> <td>Monday – Saturday</td> <td>08.30 - 22.00</td> </tr> <tr> <td>Sunday</td> <td>10:30 - 16:30</td> </tr> </table>	Monday – Saturday	08.30 - 22.00	Sunday	10:30 - 16:30
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North Sefton Pharmacies

<p><u>Cambridge Rd Pharmacy</u> Telephone: 01704 227065 Address: 137 Cambridge Road, Churchtown, M/Side, PR9 7LT</p> <p>Opening times</p> <table> <tr> <td>Monday – Saturday</td> <td>08.00 - 23.00</td> </tr> <tr> <td>Sunday</td> <td>09:00 - 19.00</td> </tr> </table>	Monday – Saturday	08.00 - 23.00	Sunday	09:00 - 19.00	<p><u>Tesco Kew Pharmacy</u> Telephone: 0191 693 5519 Address: In-Store Pharmacy, Town Lane, Kew, PR8 5JH</p> <p>Opening times</p> <table> <tr> <td>Monday – Friday</td> <td>08:00 - 22:00</td> </tr> <tr> <td>Saturday</td> <td>08.00 - 20:00</td> </tr> <tr> <td>Sunday</td> <td>10:00 - 16:00</td> </tr> </table>	Monday – Friday	08:00 - 22:00	Saturday	08.00 - 20:00	Sunday	10:00 - 16:00
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Summary of common controlled drugs and legal requirements

	Controlled drug	Legal requirements
Schedule 2	Morphine* Diamorphine Dexamphetamine Pethidine Oxycodone Methadone Methylphenidate Fentanyl	<ul style="list-style-type: none"> • Requires safe custody in a CD cabinet. • Records need to be made in the CD register
Schedule 3	Buprenorphine Temazepam Midazolam Phenobarbital Tramadol Pregabalin Gabapentin	<ul style="list-style-type: none"> • Buprenorphine and temazepam must be stored in the CD cabinet. • Other CDs listed in schedule 3 do not legally need to be stored in the CD cabinet. • Schedule 3 CDs do not need to be recorded in the CD register, however it is good practice to make records for buprenorphine and temazepam
Schedule 4	Diazepam Clobazam Lorazepam Nitrazepam Clonazepam Zolpidem Zopiclone Testosterone	<ul style="list-style-type: none"> • Safe custody in a CD cabinet is not required nor is it a requirement to make records in the CD register.

*Oramorph® oral solution 10mg/5ml has a different legal classification. However, it is good practice to store it in a CD cabinet and complete CD records

Controlled drugs may be prescribed by brand name. The ingredient name will be written on the original packaging for reference. Pharmacy can advise if necessary.

This list is not exhaustive; therefore care home staff should seek advice for example from a pharmacist when unsure of the legal requirements for safety custody and recording of CDs.