



# **Controlled Drugs Storage Policy**

## **1 SUMMARY**

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Controlled drugs need to be managed in a manner that minimises the risk of harm to patients, staff and general public in a way that is safe and complies with legal requirements.

Controlled drugs will be stored securely and all movements of controlled drugs will be recorded in a Controlled Drugs Register.

## **2 POLICY STATEMENT**

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### **2.1 Purpose**

The purpose of this policy is to ensure that controlled drugs are stored and accounted for safely and in accordance with legislative requirements.

### **2.2 Background**

Controlled drugs are required to be stored in accordance with the Misuse of Drugs Act 1975 and Misuse of Drugs Regulations 1977. Specifically, requirements include;

- Storage (Regulation 28) - Controlled drugs not for immediate use:
- Controlled Drug Register (Regulation 37) – Recording of controlled drug stock.

### **2.3 Scope**

This policy applies to all people engaged by Doctors on Riccarton including those not directly employed by the practice but who require access to controlled drugs for any purpose.

### **2.4 Responsibilities**

Every staff member has a duty to contribute to the overall safety of the workplace including the accurate management of medicines.

The practice has nominated Colin Chin as holding overall responsibility for the management of controlled drugs.

### **2.5 Definitions & Abbreviations**

Medicines	Within this policy the term medicine refers to general medicines, prescription medicines and controlled drugs
Controlled Drug	Any substance, preparation, mixture or article specified in the First and Second Schedules to the Misuse of Drugs Act 1975 and it’s amendments.

### **2.6 Related Policies**

- Incident Management policy
- Health and Safety policy

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### **3 POLICY DETAIL AND PROCEDURES**

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#### **3.1 Controlled Drugs**

Controlled drugs held at Doctors on Riccarton are stored securely at all times with all stock movements recorded accurately and permanently in a Controlled Drug Record Book.

#### **3.2 Storage**

All controlled drugs and controlled drug prescription pads are stored in a locked safe/compartiment constructed of metal and/or concrete which is fixed to part of the building.

The compartment is kept secure by the use of a combination lock and is kept locked at all times unless in use.

#### **3.3 Recording**

The Controlled Drug Register is a hard covered notebook kept in the locked unit with the drug box. All transactions with controlled drugs are recorded in the Controlled Drugs Register. Entries will be legible and indelible.

Where controlled drugs have been dispensed, the following information is recorded in the Controlled Drug Register:

- Date of transaction (e.g. receipt, administration, stock take or destruction of the medicine)
- Name and address of person from whom received; or name of patient; or name and address of person supplied; or form from which or into which the CD was made; or declaration 'physical stocktaking'
- Prescription number; or order number; or time of administration or destruction of medicine
- Number In
- Number Out
- Balance
- Name of authority/prescriber
- Received, issued, dispensed, or administered by
- Initials/signature of person making entry or checking balance: preferably two signatures. It is recommended that controlled drug administration be witnessed wherever possible – this means seeing the drugs being received, issued, dispensed, administered or destroyed and signing as a witness.

#### **3.4 Stock Control**

Stock balances are undertaken by a nominated Practice Nurse on the first working day of every month AND at the time of obtaining new stock. This is used to reconcile the inward and outward transactions with the stock balance.

ALL movements of controlled drugs including inwards / outwards stock and stock control / audit will be managed only when two staff members are present with the second person acting as a witness. Both staff will sign the drug register confirming the accuracy of action taken.



### 3.5 Expired Drugs

Any expired controlled drugs will be disposed of by emptying them into a drain or sink or passing the stock to Remedy Pharmacy, Riccarton. All disposal of expired stock will be carried out only when two staff members are present.

### 3.6 Incidents

The Incident Management policy of Doctors on Riccarton will be followed for all adverse events or near misses involving controlled drugs or other medicines.

### 3.7 Controlled Prescriptions

Electronic prescribing has largely removed the requirement for Controlled Prescription Pads. However, there is the odd occasion when these are still required due to IT failure. This may occur when there is a delay in generating the ePrescription in our Indici Practice Management System (PMS) prior to the Pharmacist dispensing it. When the controlled prescription pads arrive in the practice the Nurse Team Leader enters the number of each pad into the hard-bound drug register.

Any controlled drug prescribed is entered into the under Medications in the PMS as a normal barcoded prescription and is required to be printed out and signed by the prescriber and sent to the Pharmacy by post or patient directly. All prescriptions are uniquely barcoded by the PMS and electronically sent to the National Electronic Prescribing Database in Auckland.

### 3.8 Monitoring controlled drugs in an emergency bag

A small amount of controlled oral or injectable stock drugs (e.g. morphine) may be kept on hand in the emergency bags for pro re nata (PRN)/as required use. It is Doctors on Riccarton's policy to have no more than 1 morphine and 1 pethidine in the emergency bag at any given time.

Any medication stock of this nature is to be managed as usual for safety, transparency and auditing purposes. A nominated Practice Nurse will be checking the expiry dates of all drugs in the emergency bag once a year.

An emergency bag containing controlled drugs is acceptable provided it is in the personal possession of the clinician concerned.

All clinicians in legal possession of controlled drugs have a professional duty of care to take all reasonable steps in maintaining safe custody of controlled drugs. When not in use, the bag must be kept out of sight from the public in a locked cupboard or vehicle.

If a clinician wishes to carry controlled drugs in his/her bag, the following is required:

- Another staff member should witness the stocking of the bag from the controlled drug stock and record an entry in the controlled drug register.
- The controlled drugs should be stored in a lockable receptacle, which can only be opened by the person to whom the regulation applies. A digital combination lock is a convenient solution.
- Each clinician must keep a record in the register for the controlled drugs carried in their bags. The clinician is responsible for those drugs
- Administration of a controlled drug to a patient is to be recorded in the controlled drug register and in the PMS.



- If a controlled drug has expired, the clinician should return it to the practice stock awaiting destruction. If there is no practice stock, then the expired controlled drug needs to be destroyed directly from the bag and witnessed by an authorised person. Both scenarios are to be recorded in the register.

### 3.9 Orientation of New Clinical Staff

All clinical staff are instructed in the process when orientated.

## 4 REFERENCES

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Ministry of Health

HealthPathways

Medical Council of NZ