

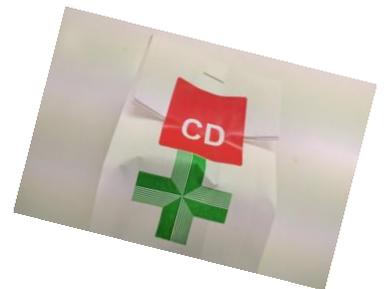
# Medicines Awareness

## for care homes

### Controlled Drugs

#### What is a Controlled Drug?

- Controlled drugs (CDs) are prescription only medicines usually used to treat severe pain, induce anesthesia or treat drug dependence. They can also be used for sleeping problems.
- CDs are regulated by the Misuse of Drugs Act 1971 and the Misuse of Drugs Regulations 2001. This act sets out the legal requirements for the storage, administration, records and disposal of CD's.
- Controlled drugs are listed in different schedules;
  - 1-5 according to the legal requirements concerning prescribing, storage and record keeping
  - Care homes will normally only deal with those drugs classed as schedule 2,3 or 4



#### Storing Controlled Drugs

- CD's must be stored in a metal cupboard which complies with the Misuse of Drugs (Safe Custody) Regulations 1973. This includes the use of a heavy gauge metal cabinet with a double locking mechanism. This cabinet should be reserved for the storage of controlled drugs only.
- Residents who are responsible for storing and administering their own medication, as they would in their own home, do not need to use a CD cabinet but, as with their other medication, there should be a lockable, non-portable draw or cupboard in their room.

#### Record Keeping

- All care homes should keep a record of residents' prescribed CDs in addition to the records maintained on Medicines Administration Record (MAR) charts. This should be in a specially purchased CD register.
- The register should be a bound book with numbered pages and a separate page should be used for each resident's medicines and should also have a column for recording running balances.
- There must **not** be any 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 should be used to record the receipt, administration and disposal of CDs held in the care home.

- On receipt of a CD the date, quantity and source should be entered into the register and initialed by the receiving nurse or authorised member of staff with a second person as witness. The correct balance should be verified each time.
- Registers should be kept for a minimum of TWO years after the date of the last entry.
- Residents who self-administer do not need to have each dose recorded in a CD register however if the care home takes responsibility for ordering and collecting the controlled drugs there should be clear records including:
  - receipt from the pharmacy
  - supply to the person
  - any subsequent disposal of unwanted controlled drugs

## Administration

Only designated and appropriately trained staff should administer controlled drugs. A second appropriately trained designated member of staff must witness the administration. Administration should follow the same guidelines that are observed when administering any other medication however the following steps should also be taken:

- The resident's name, plus time and dose given, should be recorded in the CD register after carefully checking the administration sheet.
- Before administering the medicine, the stock balance should be checked and the dose measured and checked with a competent witness.
- Once the nurse or trained carer has witnessed the resident taking the medication, the resident's administration chart and the register can be signed by the nurse / trained carer and the witness
- The administration process should be fully completed for each resident, before moving on to the next resident.

## Disposal of Controlled Drugs

- Homes providing personal care only should return controlled drugs to the Pharmacy for disposal.
- Care homes with nursing will need to make arrangements for the collection of waste medication with a Waste Management Regulations licensed waste disposal company. CDs must be denatured before being handed to the waste disposal company, e.g. in specially designed denaturing kits.
- The form and quantity of the CD being returned should be recorded in the waste book and a record of the return should also be made in the CD register by an authorised member of staff and should be signed by a witness. If pharmacy staff collect the CDs, it is good practice that they should sign for them in the register at the time of collection.

## Discrepancies

- Where a discrepancy is found, it should be reported immediately to the registered manager who should investigate promptly.
- If the discrepancy can be identified, record the outcome and make any corrections to the CD register with a signed and dated entry in the margin or at the bottom of the relevant page making reference to any supporting documentation that was used to resolve the discrepancy.
- There must be no cancellation, obliteration or alteration of any entry in the CD register.
- If the discrepancy cannot be explained or rectified then the CQC should be informed, the Area Team Controlled Drugs Accountable Officer and the police.
- Under 'The Controlled Drugs (Supervision of Management and Use) Regulations 2013' each NHS England Regional Team has to appoint an 'Accountable Officer' for controlled drugs.
- Any controlled drug incidents such as administration to the wrong person or loss of controlled drugs should be reported to the Accountable Officer whether or not the incident resulted in patient harm.

From 1st April 2018 the Controlled Drugs Accountable Officer will only accept incidents reported via an online CD reporting tool [www.cdreporting.co.uk](http://www.cdreporting.co.uk).

All reporters of controlled drug concerns / incidents will need to register on the website. Registration is required on an individual basis and there are no limits to the number of people from the same organisation that can register or access the website. The majority of reporters use their email address as their username and then select a password that is easy to remember. Please select the West Midlands region when you register. You will also need to link your CD account to a CQC profile using the tool. If you have any questions about reporting controlled drug incidents, please ring 0121 611 0813.

A list of the most common controlled drugs, their legal classification and storage requirements is included on page 4 of this document.

Further information about controlled drug management can be accessed [here](#) and on the CQC website [here](#)

**For further advice please contact the medicines management team at Walsall CCG Tel. 01922 618388**

Schedule 2 CDs		
Controlled drug	Brand name	Legal requirements
Morphine	MST Continus®	<ul style="list-style-type: none"> <li>Requires safe custody in a CD cabinet.</li> <li>Records need to be made in the CD register.</li> </ul>
	Sevredol®	
	Zomorph®	
	MXL®	
	Oramorph® concentrated oral solution 100mg/5ml	
Oramorph® oral solution 10mg/5ml is not a CD. However it is good practice to store it in a CD cabinet and complete CD records		
Diamorphine	-	
Dexamphetamine	Dexedrine®	
Pethidine	-	
Oxycodone	Oxycontin®, Oxynorm®	
Methadone	Physeptone®	
Methylphenidate	Ritalin®, Concerta®	
Fentanyl	Durogesic DTrans®, Matrifen®, Tilofyl®, Fentalis® Fencino®	
Schedule 3 CDs		
Controlled drug	Brand name	Legal requirements
Buprenorphine	Subutex®, Temgesic® tablets	<ul style="list-style-type: none"> <li>Buprenorphine and temazepam must be stored in the CD cabinet. Other CDs listed in schedule 3 do not need to be stored in the CD cabinet.</li> <li>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.</li> </ul>
	Butrans®, Transtec® patches	
Midazolam	Hypnovel® injection	
	Buccolam® oromucosal solution	
Temazepam	-	
Phenobarbital	Fortral®	
Tramadol	Zydol® Zamadol®	
Schedule 4 CDs		
Controlled drug	Brand name	Legal requirements
Diazepam	Valium®	<ul style="list-style-type: none"> <li>Safe custody is not required nor is it a requirement to make records in the CD register.</li> </ul>
Clobazam	Frisium®	
Lorazepam	Ativan®	
Nitrazepam	Mogadon®	
Clonazepam	Rivotril®	
Chlordiazepoxide	Librium®	
Zaleplon	-	
Zolpidem	Stilnoct®	
Zopiclone	Zimovane LS® and Zimovane®	

Taken from PrescQipp Guidelines on the management of controlled drugs (CD) in care homes

<https://www.prescqipp.info/component/downloads/send/134-care-homes-controlled-drugs-good-practice-guide/1689-bulletin-75-care-homes-controlled-drugs-good-practice-guide> Accessed 24.08.18