

To:
GP Practices
Community Pharmacies
OOHs centres
General Practice Pharmacists

Tel : 028 9536 3375
Fax : 028 9536 1166
Web Site : www.hscboard.hscni.net

17th September 2020

Dear Colleague

LEARNING: CONTROLLED DRUGS STOCK ORDERS

Routine monitoring of controlled drugs (CD) stock has highlighted a stock order/requisition (HS21S) for a large quantity of CDs (midazolam ampoules – Schedule 3) which was signed by a Pharmacist Independent Prescriber. On further investigation it was also noted that the CDs ordered were then shared among other GPs within the practice.

The purpose of this letter is to remind prescribers that:

- Each GP should prepare and must sign their own orders for CDs which should be for their personal stock. This applies to all CDs (Schedule 2-5). The GP signing the order is accountable for this stock.
- Non-medical prescribers (NMP) such as pharmacists and nurses are not permitted to sign stock orders or hold personal stock.
- Order quantities must be for complete original packs and kept to a minimum based on previous and anticipated use.
- CD stock must NOT be ordered by one GP on behalf of other partners/locums and then divided up. The only exception is for CDs used in emergencies (rectal diazepam or buccal midazolam). In this case, protocols can be put in place to facilitate central storage in a secure emergency trolley/box. The GP who signed the stock order remains accountable for this stock.
- When signing all stock orders, a line should be crossed through the unused part of the form to prevent further items being added after the form has been signed.

Action

- Please share this letter with all prescribers including NMPs in your practice and update your CD SOP where necessary
- Where CD stock may have been shared (previous to this letter) a clear record of who the CDs have been allocated to must be maintained for audit purposes.

Further guidance relating to the safe management and use of CDs within primary care can be found at:

<http://www.medicinesgovernance.hscni.net/primary-care/controlled-drugs/guidance/>

This includes HSCB CD Guidance for Prescribers in Primary Care (Feb 2019) and Controlled Drugs FAQs (Dec 2013).

If you have any queries please do not hesitate to contact your local Medical or Pharmacy Adviser.

Yours sincerely,



Joe Brogan
HSCB Controlled Drugs Accountable Officer
Assistant Director of Integrated Care
Head of Pharmacy and Medicines Management

CC. Canice Ward, DoH

Contact Details for Local Integrated Care Offices:				
Belfast	South Eastern	Southern	Northern	Western
12-22 Linenhall Street Belfast BT2 8BS	12-22 Linenhall Street Belfast BT2 8BS	Tower Hill Armagh. BT61 9DR	County Hall 182 Galgorm Road Ballymena BT42 1QB	Gransha Park House 15 Gransha Park Clooney Road Londonderry BT47 6FN
Tel: 028 9536 3926	Tel: 028 9536 3926	Tel: 028 9536 2104	Tel: 028 9536 2812	Tel: 028 9536 1082
pharmacyservicesbelfast@hscni.net	pharmacyservicesse@hscni.net	pharmacyservicesouth@hscni.net	pharmacyservicesnorth@hscni.net	pharmacyserviceswest@hscni.net