

**Medicines Regulatory  
Group**

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To: All Community Pharmacies

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10<sup>th</sup> February 2021

Dear Colleagues,

**CONTROLLED DRUGS: PRIVATE PRESCRIPTIONS (PCD1s) AND PRIVATE STOCK REQUISITIONS (CDRF1s) - REMINDER**

The Misuse of Drugs (Northern Ireland) Regulations 2002 mandate that, when a pharmacist dispenses a Schedule 1, 2 or 3 controlled drug from either a PCD1 prescription form or a private requisition form, the original PCD1 form or requisition **must** be submitted to the Business Services Organisation (BSO).

We are writing to remind you of the need to submit all private prescriptions and private requisitions for Schedule 1, 2 and 3 Controlled Drugs (CDs) to the BSO, in line with this requirement.

**(i) Forms originating In Northern Ireland:**

- PCD1 prescription forms must be used to prescribe Schedule 2 or 3 Controlled Drugs for specific named patients under private or non-Health Service arrangements. All dispensed PCD1 forms **must be submitted to the BSO.**
- CDRF1 stock requisition forms must be used to obtain Schedule 2 or 3 Controlled Drug stock for private or non-Health Service use. All dispensed CDRF1 forms **must be submitted to the BSO.**

**(ii) Forms from elsewhere in the UK:**

All private prescription forms or requisitions for Schedule 2 or 3 controlled drugs (e.g. FP10PCDNC, FP10PCDSS, etc) issued from outside Northern Ireland **must be submitted to the BSO.**

All private Schedule 2 or 3 controlled drug prescriptions and requisitions should be submitted to BSO in a timely way, ideally by the end of the month in which they are dispensed. Section O of the HS30 submission form (Appendix 1) has provision to allow for these forms to be included in BSO submissions.

**Please Note:**

- Exceptions to this are veterinary requisitions and those relating to inter-pharmacy stock transfers; these are not required to be submitted to BSO.

**SOPs for dispensing private CD prescriptions and requisitions**

- Pharmacists are also reminded of the need to exercise caution when dispensing prescriptions for **all schedules** (1 – 5) of controlled drugs, and to ensure prescriptions are from a practitioner authorised to prescribe Controlled Drugs.
- Pharmacies must have in place and adhere to standard operating procedures (SOPs) for the dispensing services they provide, for both HSC (HS21) and private prescriptions<sup>1</sup>. These SOPs should address both professional standards and legal requirements<sup>2</sup>.
- Pharmacies must keep appropriate records of private transactions involving all schedules of Controlled Drugs, and these must be maintained in the pharmacy. All private prescriptions or requisitions for Schedule 4 or 5 Controlled Drugs must also be retained in the pharmacy.

Further information and Guidance on Private Prescribing of Schedule 2 and 3 Controlled Drugs is available at: <http://www.medicinesgovernance.hscni.net/primary-care/controlled-drugs/private-cds/>

If you have any queries in relation to this correspondence, please contact the Medicines Regulatory Group or your local HSCB Pharmacy Adviser.

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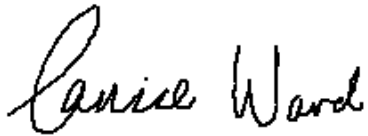
<sup>1</sup> HSCB 2016 letter: Supply of Controlled Drugs - Responsibilities for Dispensing Available at: <http://primarycare.hscni.net/download/DocLibrary/Pharmacy/Non%20Clinical%20Resources/Controlled%20Drugs/Prescribing-of-private-prescriptions-for-controlled-drugs.pdf>

<sup>2</sup> PSNI 2016. The Code- Professional standards of conduct, ethics and performance for pharmacists in Northern Ireland Available at: <http://www.psn.org.uk/wp-content/uploads/2012/09/22504-PSNI-Code-of-Practice-Book-final.pdf>

PSNI 2016. Professional Standards and Guidance for the Sale and Supply of Medicines. Available at: [http://www.psn.org.uk/wp-content/uploads/documents/313/standards\\_on\\_sale\\_and\\_supply\\_of\\_medicines.pdf](http://www.psn.org.uk/wp-content/uploads/documents/313/standards_on_sale_and_supply_of_medicines.pdf)

The Controlled Drug (Supervision of Management and Use) Regulations (Northern Ireland) 2009 Available at: - <http://www.legislation.gov.uk/nisr/2009/225/contents/made>

Yours sincerely



**Canice Ward**  
**Head of Medicines Regulatory Group**  
**Department of Health**



**Joe Brogan**  
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**Head of Pharmacy and Medicines**  
**Management**  
**Accountable Officer for Controlled**  
**Drugs, HSCB**

<b>Contact Details for Local Integrated Care Offices:</b>				
<b>Belfast</b>	<b>South Eastern</b>	<b>Southern</b>	<b>Northern</b>	<b>Western</b>
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HS30 Rev 12/19



**Submission 1**

I hereby claim payment in accordance with my terms of service for drugs and listed appliances ordered on the prescription forms submitted with this declaration and supplied, to the best of my knowledge and belief, by me during the month of \_\_\_\_\_ 2020

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Pharmacy: \_\_\_\_\_

	<u>Contractor Use</u>	<u>BSO Internal Use Only</u>		<u>Contractor Use</u>	<u>BSO Internal Use Only</u>
A. Fully Coded *	_____	_____	I. Pharmacy Vouchers	_____	_____
B. Part Coded/Uncoded	_____	_____	J. SP1/2 Forms	_____	_____
C. Amended	_____	_____	K. Substitute Prescribing	_____	_____
D. Specially Manufactured	_____	_____	L. Repeat Dispensing	_____	_____
E. Claimed As Urgent	_____	_____	Complete *	_____	_____
F. Stock	_____	_____	Amended	_____	_____
G. Oxygen	_____	_____	M. Total Forms	_____	_____
H. Multiple Dispensing	_____	_____		_____	_____
Complete *	_____	_____	N. Previous Month Returns	_____	_____
Amended	_____	_____	O. PCD1 & Private Requisitions (CDRF1)	_____	_____

\* THESE BATCHES WILL BE SUBJECT TO BSO AUTOCODING PROCESSES

Contractor No. \_\_\_\_\_

**For BSO Internal Use Only**

Prepped By: \_\_\_\_\_ Date: \_\_\_\_\_

Scanned By: \_\_\_\_\_ Date: \_\_\_\_\_