



Care Homes Advisory Team

Controlled Drug Regulations

The national minimum standard for all care homes is that the records (MAR sheets) detail for each person:

- medicines received
- all medicines currently prescribed
- medicines administered
- medicines leaving the home
- medicines for disposal

The procedures outlined below should be followed at all times in order to ensure that the Care Home maintains full compliance with these requirements

Controlled Drugs

*In August 2007 there was a change to legislation which means that every care home **MUST** store controlled drugs in a CD Cupboard which complies with the Misuse of Drugs (Safe Custody) Regulations 1973*

- The keys to the CD cupboard should be kept with the keys to the other medicine cupboards and carried by an authorised member of staff at all times
- CD cupboards should only be used for the storage of CDs. Items of value such as money or jewellery should not be placed here
- The Controlled Drugs Register should be a bound book with numbered pages
- A separate page must be used for each form and strength of each medicine for each service user
- Controlled drugs must be entered into the controlled drugs register as soon as they are received into the home
- No alterations or crossings out may be made in the CD register. Any corrections must be made by marginal note or footnote and signed and dated
- In residential setting a record must be made in the CD register of every dose administered to a service user. It is good practice for a second appropriately trained member of staff to witness the

administration of controlled drugs and both staff should sign the CD register after the dose has been administered

- The CD register should include the balance that remains and it is good practice to check stocks regularly eg weekly
- When Controlled Drugs are no longer required they should be disposed of safely as 'waste'. For care homes (personal care) this waste can be returned to the supplier, when the pharmacist or dispensing doctor should be asked to sign the register to acknowledge receipt. Care homes (nursing) should denature CDs using a DOOP kit and then consign to a licensed waste disposal company. A formal procedure should be written for this
- When stock is transferred to another setting, returned to the pharmacy or disposed of via a waste management company this must be recorded in the register and the balance recalculated correctly. Zero balances should be recorded. A record should be made of who returned them, the quantity and the date in **BOTH** the Controlled Drugs register and the returns book
- Store all CDs in a cupboard which conforms to the Misuse of Drugs Act
- Keep the key to the CD cupboard on the person in charge of medication on that shift at all times
- Have a register which is a bound book with consecutively numbered pages and has sufficient space for two members of staff to sign their full signatures
- Check with the Pharmacist or Dispensing Doctor if you are unsure whether a drug is a CD
- Treat Temazepam and Oramorph liquid 10mg/5ml as CDs
- Write CDs into the register as soon as they are received in the home
- Ensure that each individual drug and strength for each service user is recorded on a separate page
- Ensure that TWO staff witness and sign for administration of CDs where ever practical
- Ensure that administration of CDs is signed for both on the MAR chart and in the CD register
- Reconcile the physical stocks of CDs with the running balance in the register on a regular basis e.g. weekly
- Ensure that any stock returned to the pharmacy or transferred to another setting, including the patient's home are recorded in the register and the balance is recalculated correctly. Zero balances should be recorded
- Ensure that all transfers of stocks are witnessed by a 2nd member of staff or the pharmacist if possible when returning medication to the pharmacy
- Investigate any discrepancies immediately