

SOP Title	Management of Controlled Drugs (CDs) in the ED		
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1	08/06/2020	CH, CM		
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SOP Objectives	To ensure correct documentation and management of Controlled Drugs in the ED.
Scope	
Performance Measures	Monthly Ward/Departmental Manager CD audit
Related Documents	Validated datix report 183396

Work Instruction – Managing and documenting CDs		
No.	Action	Responsibility
1	<p>Requesting CDs from Pharmacy</p> <ul style="list-style-type: none"> As a reference, the Pharmacy Printed list of stock CDs must be displayed on the inside of the CD cupboard RNs to complete CD order(s) as required, paying particular attention to 'form' and 'quantity' Stock CD requests must be in multiples of original pack sizes Non-stock CD requests must include the patient details on the CD order For non-stock CDs requested by ED quantities must be no more than 1 day and may be for 1 dose if patient plan includes imminent discharge or transfer 	Band 6+
2	<p>CD Registers and Receipt of CDs</p> <ul style="list-style-type: none"> CDs can only be received by RNs at Band 6 or above. Every opportunity must be given to involve RNs at Band 5 in the process, in order to gain experience receiving CDs The CD Register must have an accurate and clear and up to date Index Stock CDs should be recorded starting in the front of the CD register with appropriate gaps to encourage consecutive page entries Non-stock CDs should be recorded starting at the rear of the CD Register and allowing 1 page for entries as usage is likely to be low. Where the CD supplied, and the CD requested are different then escalate to the Band 7 and discuss with Pharmacy 	Band 6+
3	<p>Daily checking of CD book</p> <ul style="list-style-type: none"> Must be undertaken by 2 RNs (one of which must be Band 6 or 7) Each RN must independently count the number of vials of CDs in cupboard and check the CD Register This should ideally be undertaken at the start of the day shift If there are any discrepancies or documentation concerns, escalate to Nurse in Charge immediately 	Nurse in Charge of day shift to coordinate
4	<p>a) Signing out CDs from CD Register</p> <ul style="list-style-type: none"> Two Registered members of staff members are required to sign CD stock out of the CD Register At least one of the above must be familiar with ED setting and CD process <p>b) Signing for administered CDs in CD Register:</p> <ul style="list-style-type: none"> The Clinician who has administered the CDs MUST sign the 'administered by' column in the CD Register Dose of CD administered and any dose wasted must be documented by 	RNs and Medical staff

	Clinician administering the CD and the witness/second checker	
5	<p>Errors in CD Register</p> <ul style="list-style-type: none"> • Any errors must be documented as per Misuse of Drugs Regulations (see appendix i) • An error must (see appendix ii): <ul style="list-style-type: none"> - Have brackets placed around the whole entry - Document the date and signatures of both the checker and witness of the error in the margin - On the next available line document the date/time, indicate there is an error with the entry dated above it and outline the nature of the error. This must also be sign and witnessed. Do not worry about going over more than one line or column. - On the next line state date/time again, balance checked today (which has just been rechecked), signed by, witnessed by and record the confirmed balance in the end column for running balances • All errors must be reported to the Nurse in Charge and Datix as per CHFT Medicine Code, section 13 - Controlled Drugs (link below) 	RNs and medical staff
6	<p>Monthly audit of CD register</p> <ul style="list-style-type: none"> • Band 7 RN will audit the CD Register and CD cupboard contents every month using the Ward Manager monthly CD Audit Checklist 	Lead Nurse
7	<p>Student Nurses</p> <ul style="list-style-type: none"> • The RNs undertaking the check must include Student Nurses and Trainee Nursing Associates in the process when possible so experience in CD management can be gained • Controlled Drug Learning Experience Link: https://intranet.cht.nhs.uk/fileadmin/site_setup/contentUploads/Tools/Clinical_Tools/Pharmacy_Medicines_Management/Controlled_Drugs/Students_-_CD_Learning_Experience_2020.pdf • The areas of Controlled Drug management that Students Nurses and Trainee Nursing Associates can be involved in to gain experience, can be found in Medicine Code section 12, appendix iii Link: https://intranet.cht.nhs.uk/chft-documentation/?page=M 	RNs

References:

CHFT Medicine Code, section 13 - Controlled Drugs

Link: <https://intranet.cht.nhs.uk/chft-documentation/?page=M>

Appendix i

Misuse of Drugs regulation quotation around errors in CD Register:

‘no cancellation, obliteration or alteration of any such entry shall be made and a correction of such an entry shall be made only by way of marginal note or footnote which shall specify the date on which the correction is made’

Appendix ii

Drug name			Form		Strength/Concentration		Ampoule/vial size (if applicable)		
MIDAZOLAM			10J		5mg/5ml				
Received from Pharmacy			Signatures for Receipts			AND Record of Issues			
Date received	Amount received in words	Serial no. of requisition	Date	Time	Patient's name	Amount A = Administered D = Destroyed (if applicable)	Administered/Received by	Witness	Stock Balance (in numbers)
Carried forward from page number.....1.....			26/7/20	16.00			A Nurse	B. Nurse	Balance on transfer 8
			27/7/20	08.00	Z. Patient	A 5mg D NIL	C. Nurse	D. Nurse	7
			27/7/20	11.30	Y Patient	A 10mg D NIL	E. Nurse	F. Nurse	5
			27/7/20	12.00	Above entry entered on incorrect page - please see correct entry on page 3.				
			27/7/20	12.00	Balance checked		E. Nurse	F. Nurse	7
						A			
						D			
						A			
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