

## SOP 6: Template Standard Operating Procedure for Administering a Controlled Drug

### Objective

To ensure the administration of controlled drugs (CDs) follows appropriate procedures and record keeping in accordance with professional and national guidance.

### Scope

The SOP encompasses all controlled drugs administered by authorised practitioners to patients from Practice stock or the doctor's bag stock. Any relevant Pathways/SOPs/Guidelines should be available for reference during the consultation.

### Responsibilities

Authorised practitioners are responsible for administering controlled drugs and making appropriate records in the controlled drug register and the patients' records. They should be able to justify any actions taken and be accountable for those actions.

### Process and Records

All reasonable endeavours must be made to gain the patient's consent before administration is undertaken.

1. The practitioner administering the CD should be familiar with the therapeutic characteristics of the drug to be administered as well as understand the prescription, and should have knowledge of the common indications, side effects, dosages, formulations and compatibilities of the CDs prescribed.
2. Before administering the CD to a patient the following checks should be made:  
**The correct CD** (name, form, strength is the same as that on the prescription/PSD) **is given to the correct patient and that the CD is suitable for use** (in date and in good condition) **and safe to administer** (appropriate dose and route for the patient). It is a good idea to also check whether previous doses have been taken or administered and if other controlled drugs have been prescribed to prevent therapeutic duplication and overdose.
3. Once all of the above has been satisfied, the CD may be administered.

4. Record the details of the administration into the appropriate CD register as soon as possible. The record should be made on the appropriate page of the register. Separate page must be used for each, strength and form of that drug. Record the following details:
  - a. Date administered
  - b. Name and address of patient
  - c. Name and professional registration number of the prescriber
  - d. Name and professional registration number of the professional administering the CD
  - e. Name, strength, dose, quantity of drug administered
  - f. Running balance
5. Make a record of the administration in the patient's notes. If a prescriber makes a domiciliary visit, and a CD is administered, an entry must be made by the person administering the CD, into the patient's computer record as soon as possible after the event.
6. If there is an administration error, immediate help/treatment must be given to the patient and the Practice's SOP for dealing with incidents/errors should be followed.
7. If there is an unused portion of the controlled drug, record and dispose of it safely and in accordance with the SOP 7 for CD destruction.

## References

1. The Misuse of Drugs Regulations 2001  
<http://www.legislation.gov.uk/uksi/2001/3998/regulation/19/made>
2. Controlled drugs: safe use and management, NICE guideline:  
<https://www.nice.org.uk/guidance/ng46>