

## **SOP 1: Template Standard Operating Procedure for Accessing the Controlled Drugs Cabinet.**

### **Objectives**

To ensure the cabinet storing Controlled Drugs (CDs) is appropriate and accessed by appropriate staff only.

### **Scope**

This SOP encompasses the requirements of the cabinet to store controlled drugs, the security of the keys and access to the CD cabinet. For the purposes of this procedure, the storage receptacle may be a cabinet or safe and access may be using keys or a digital key pad system.

### **Responsibilities**

- The Clinician with lead responsibility for controlled drugs has overall responsibility for the keys to the controlled drug cabinet but may authorise a named member of staff to ensure the security of the cabinet and keys on a day to day basis.
- The Practice Manager is responsible for ensuring strict controls are in place if there is more than one set of keys and for ensuring it is known who is in possession of the key(s) at all times.

### **Process and Records**

- CDs requiring safe custody should be stored under lock and key in a cabinet. The cabinet must conform to the requirements of the Misuse of Drugs (Safe Custody) Regulations 1973 and be made of steel, with suitable hinges, and fixed to a wall or the floor with rag bolts (these bolts should not be accessible from outside the cabinet).
- The cabinet should not be easily identifiable as a CD cabinet to avoid easy detection by intruders.
- The Lead Clinician for controlled drugs or delegated staff member authorised to ensure the CD key(s) is secure at all times must ensure the key is kept separate from the cabinet and is only accessible to staff authorised to handle CDs.
- The use of several sets of keys for the CD cabinet/safe should be avoided. An emergency spare key to the CD cabinet should be available but not stored with the normal set of keys.

- Access to key cupboards should be restricted and removal of the key for the CD cabinet should be logged, so that it is known at all times who is in possession of the key.
- Access to the cabinet must always be witnessed by a second authorised person.
- If a safe is used to store CDs, then there should be a separate receptacle within the safe that keeps the CDs apart from other items, e.g. money, valuables, etc.
- The room containing the safe/cabinet should be lockable and tidy around the safe/cabinet area to avoid drugs being misplaced.
- The walls of the room should be constructed to a suitable thickness using suitable materials.
- A controlled drug register must be kept and maintained according to Misuse of Drug Regulations and good practice requirements. Refer to the appropriate SOP.
- The CD register should be stored safely outside the CD cabinet, in an appropriate location near the CD cabinet; care should be taken to choose a location that does not advertise the location of the CDs.

## References

1. The Misuse of Drugs Regulations 2001

<http://www.legislation.gov.uk/ukxi/2001/3998/regulation/19/made>

2. Misuse of drugs (Safe custody) Regulations 1971

<http://www.legislation.gov.uk/ukxi/1973/798/made?view=plain>

3. The Controlled Drugs (Supervision of Management and Use) Regulations 2013

<http://www.legislation.gov.uk/ukxi/2013/373/contents/made>