

SOP 2: Template Standard Operating Procedure for the Requisition of Controlled Drugs.

Objectives

Ensure ordering of controlled drugs by the Practice is carried out by appropriate personnel and conforms to all legal requirements.

Scope

This SOP encompasses all requisitions for schedule 2 and 3 controlled drugs made by the Practice.

Responsibilities

- An authorised practitioner (i.e. a doctor, dentist, supplementary prescriber, nurse independent prescriber or pharmacist independent prescriber with a NHS or private CD prescriber code) only should requisition controlled drugs in line with this SOP.
- Clinicians are responsible for signing the requisition for the drugs they will be prescribing or administering within their competence.
- An authorised member of practice staff is responsible for collecting controlled drugs for the Practice from a community pharmacy using a headed notepaper bearer's note signed by the prescriber.

Process and Records

1. A requisition on form **FP10CDF** is required for Schedule 2, and 3 controlled drugs, either handwritten in indelible ink or computer generated with a handwritten signature.
2. Form FP10CDF can be ordered from the NHS England local Area Team at england.lancscontrolleddrugs@nhs.net or it can be downloaded at:

https://www.nhsbsa.nhs.uk/sites/default/files/2017-03/6-1387-Form_FP10CDF_v5_final.pdf

3. Parts B, C and D of form FP10CDF should be completed.
 - **Part B** - complete the name of the CD to be requisitioned including the form, strength and quantity. **The signature should be hand-written in ink.**
 - **Part C** - the organisation code can be either the NHS or private prescription code of the prescriber. Non-medical prescribers (e.g. nurse and pharmacist prescribers) must also include the relevant practice code (which will be on their normal prescriptions). The person

raising the requisition should also complete the form with their name, occupation/ professional qualification and the address of the premises that they are working out of.

- **Part D** - indicate the purpose for which the drugs are required by ticking the relevant box and, if applicable, providing further details.
4. Retain a copy of the requisition order (both sides) in the Practice.
 5. The requisition order is taken to the pharmacy. It is not permitted to be faxed or electronically transmitted.
 6. If ordering from a wholesaler, the GP must provide the wholesaler with a requisition, as described above, on receipt of the CDs.
 7. A bearer`s note which is signed and dated is prepared by the GP to authorise a member of staff to collect the controlled drugs from a pharmacy, if they are not legally entitled to do so independently. The staff member should carry formal ID.
 8. An authorised member of the practice staff takes the bearer`s note and requisition to the community pharmacy and collects the controlled drug. They should be stored out of sight during transport, ideally in a locked container
 9. The authorised member of staff should bring the controlled drugs back to the practice immediately. CD stock should be checked and transferred to secure storage in the practice as soon as possible.
 10. All requisitions, invoices and other paperwork, including signed delivery or collection notes relating to CD ordering and receipt, need to be retained for 2 years.
 11. The pharmacy is required to send the FP10CDF to NHSBSA at the end of each month. The CDAO will receive notification of FP10CDF requisitions made from NHSBSA and will monitor levels of requisitioned controlled drugs.

IMPORTANT TO NOTE: In an emergency a practitioner may obtain a CD **without** a requisition form **provided** they undertake to supply one within 24 hours. **Failure to then provide the requisition is a criminal offence.**

References

1. **NHS Counter Fraud Authority:** Management and control of prescription forms A guide for prescribers and health organisations, March 2018.
https://cfa.nhs.uk/resources/downloads/guidance/Management%20and%20control%20of%20prescription%20forms_v1.0%20March%202018.pdf
2. **Safer management of controlled drugs NHSBSA from**
<https://www.nhsbsa.nhs.uk/pharmacies-gp-practices-and-appliance-contractors/prescribing-and-dispensing/safer-management>
3. **Misuse of Drugs Regulations 2001**
<http://www.legislation.gov.uk/uksi/2001/3998/contents/made>
License guide: <https://www.gov.uk/guidance/controlled-drugs-licences-fees-and-returns>
4. **Human Medicines Regulation 2012** – who and what can be supplied on a requisition.
<http://www.legislation.gov.uk/uksi/2012/1916/schedule/17/made>
5. **Safe transportation guidance by the Home Office (2016).**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/526536/Transit_guidance_-_Final_-_May_2016.pdf
6. **PSNC, Controlled Drug Prescriptions and Validity**
<http://psnc.org.uk/dispensing-supply/dispensing-controlled-drugs/controlled-drug-prescription-forms-validity/>