

SOP 7: Template Standard Operating Procedure for the Destruction of out of date, unwanted or damaged Controlled Drugs

Objectives

To ensure the appropriate destruction of expired or damaged controlled drugs (CDs) stored in Doctor's bag and Practice stock and to ensure a record of stock levels is maintained in accordance with all relevant guidance and legislation.

Scope

This SOP encompasses the destruction of out of date, damaged or no longer required controlled drugs from practice stock or doctors' bags. It does not include the destruction of controlled drugs prescribed for a patient as these are the patient's property (even after death). Patients or carers should be advised to return them to a community pharmacy.

All Schedule 2, 3 and 4 (Part 1) controlled drugs must be denatured and rendered irretrievable before disposal. This procedure is in place for the destruction and disposal of these CDs.

Responsibilities

Authorised members of staff are responsible for destroying and witnessing the destruction of Schedule 3 and 4 (Part 1) controlled drugs. For Schedule 2 controlled drugs (e.g. morphine, diamorphine, pethidine) a witness must be present to authorise the destruction as per the Misuse of Drugs Regulations. The local NHS England CD Accountable Officer should be contacted via the CD reporting website www.cdreporting.co.uk to arrange an authorised witness.

CDs must be denatured (made irretrievable) before disposal. To do this, the practice must first obtain and register a T28 Exemption form from the Environment Agency to avoid the need for a license.

Relevant Trade Effluent Consent must be taken from the sewerage company if rinsing's containing pharmaceutical waste will be disposed via the sewerage system.

Process and Records

1. Two authorised members of staff who have read and signed this procedure can destroy **Schedule 3 and 4(1) CDs**. Schedule 4(2) and 5 CDs do not require denaturing.

2. For Schedule 2 CDs, contact the local NHS England CDAO team to arrange an authorised witness to observe the destruction. This can be done online at www.cdreporting.co.uk. Do not allow expired stock to accumulate for longer than a few months.
3. CDs to be destroyed should be clearly marked for disposal and segregated from other stock in the CD cabinet but must remain part of the running stock balance until destroyed.
4. The expired stock should be counted as part of the balance in the CD register until the drugs are destroyed.
5. The controlled drug should be destroyed in the presence of the members of the Practice who have read and signed this policy or an authorised witness.
6. Expired stock should be destroyed using a denaturing kit. GP Practices are responsible for purchasing their own denaturing kits (available from pharmaceutical wholesalers) and must have them available at the appointed destruction time with the authorised witness.
7. Resulting waste should be stored in accordance with the CD denaturing kit and then placed in the appropriate container for disposal and incineration. This should be stored securely whilst awaiting collection.
8. The person destroying the CD should make the entry into the register and both the person destroying the CD and the authorised witness must sign the register.
9. In the CD register record the date of destruction, the name, formulation strength and quantity of drug. It may be useful to include the reason for disposal e. g. expired, damaged or no longer required.
10. The new running total of the products that have had their entry in the register changed should be calculated and entered into the register.
11. To make corrections surround the mistake with brackets and asterix to a footnote at the bottom of the page stating what the entry should say – initial and date the footnote.
12. Any discrepancy between the stock and the register must be reported immediately to the Practices Designated Person or CD Lead and investigated. If the issue cannot be resolved the NHS England CD Accountable Officer must be informed (see SOP 8 for Reporting CD Concerns).

Method for Destruction of Controlled Drugs

1. Ensure Personal Protective Equipment is worn e.g. gloves, aprons, goggles and face masks as deemed appropriate for product to be destroyed.
2. Ensure adequate access to water, spill kit, first aid kits.
3. Correct number of CD denaturing kits should be available before undertaking destruction.
4. **Liquids** should be emptied into an appropriate CD denaturing kit.
5. **Tablets and capsules** should be removed from their outer packaging and blister packaging and emptied into a CD denaturing kit.
6. **Liquid ampoules** should be opened and as much content as possible emptied into the CD denaturing kit. The ampoule should be disposed of in the sharps bin. The sharps bins should be labelled "contains mixed pharmaceutical waste and sharps for incineration". Ampoules containing the CD in a powder form can be opened, water added to dissolve the powder, and the resultant mixture poured into the CD denaturing kit. The ampule can then be disposed of in the sharps bin. Suitable gloves should be worn when breaking open glass ampoules.

NB: When administering CDs by injection it is quite common place for the patient to only require part of the total quantity contained in a vial/ampoule. Any unused portion remaining after the patient has received the required dose should be discarded along with the other equipment used (needles, syringes etc.) by placing them in a suitable 'sharps bin' for disposal by incineration and labelled 'Contains mixed pharmaceutical waste. For destruction by incineration'
7. **Patches** should have the backing removed and folder over on themselves and then placed in a CD denaturing kit. Reservoir patches should be cut in half and placed in the CD denaturing kit.
8. **Aerosol formulations** should be expelled into water (to prevent droplets of drug entering the air). Face mask may need to be worn; adequate ventilation must be ensured. The resulting solution can then be disposed of in an appropriate CD denaturing kit.
9. The CD denaturing kit should be filled with the correct amount of water, sealed and shaken to ensure adequate denaturing of products. Follow instructions provided on the denaturing container. The kit should then be placed in a yellow waste bin for incineration.

References

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9. Misuse of drugs (Safe custody) Regulations 1971
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