

Title	BADGER CONTROLLED DRUGS PROCEDURE			Number	CD04
Effective From:	18.08.10	Duration:	No end date	Review:	01.07.24
Author:	S. Barnes			Version:	2.3
Other Ref:	F-F-020a - Stag Chemist Controlled Drug Order Form CL-F-060 - Carriage of Controlled Drugs				
Contacts:	Mr Steve McDonnell RN; Dr Fay Wilson				

Version Control

(Previous 3 versions only - earlier versions subject to archive retention requirements)

DATE	CHANGE	CHANGED BY
04.01.22	Additional information added to Section 5 in relation to Clinicians using the CD on home visits	Dr AL
18.07.23	Diamorphine reduced to 5 amps from 10 held in stock	MMT
25.10.23	Removal of Business Support Assistant (BSA) and replaced with Meds Team (MT) authorised to carry CD's. Amended CL-F-060 (Appendix 2)	SBr

Introduction

This procedure has been developed following consultation with the Home Office Controlled Drugs Inspectors. The procedure is designed to ensure that Badger complies with current regulations and minimises risks associated with controlled drugs to Badger and its staff.

Badger holds controlled drugs at Aston Bourne Road and applies good practice in the secure and safe storage and management of all of these drugs

Controlled Drugs Held

Badger holds stocks of two controlled drugs:

1. Diamorphine Schedule 2 special prescription, register and safe custody requirements apply.
2. Midazolam Schedule 3 special prescription requirements / receipts must be kept for 2 years.

Location	Drug	Strength	Quantity
Aston Bourne Road			
Main Controlled Drug Store Safe	Diamorphine ampoules	10 mg	5
	Midazolam ampoules	2 mg	10
CD Case 1 Mission Control Secure Safe	Diamorphine ampoules	10 mg	3
	Midazolam ampoules	2 mg	1

CD Case 2 Mission Control Secure Safe	Diamorphine ampoules	10 mg	3
	Midazolam ampoules	2 mg	1
CD Case 3 Mission Control Secure Safe	Diamorphine ampoules	10mg	3
	Midazolam ampoules	2mg	1
CD Case 4 Mission Control Secure Safe	Diamorphine ampoules	10mg	3
	Midazolam ampoules	2mg	1
CD Case 5 retained in CD Safe. When in use - Mission Control Secure Safe	Diamorphine ampoules	10mg	3
	Midazolam ampoules	2mg	1

Note: for convenience hereafter unless otherwise specified, “CDs” refers to Diamorphine and Midazolam.

Procurement of Drugs into Badger

Diamorphine and Midazolam are supplied by:

Stag Chemist,
230, Stoney Lane,
Sparkbrook,
Birmingham.
B12 8AN
Telephone/fax number: 0121 442 2418

When stock is required the Meds Team (MT) will ask the Finance department to raise an official order (appendix 1). The order must be approved by an authorising clinician after stock levels pre and post order have been checked and calculated. This order is then faxed to Stag Chemist. Stag Chemist will obtain the drugs and contact the Meds team when the order is ready for collection. FP10CDF is used for ordering the controlled drugs.

Controlled drugs can only be collected by an authorised member of the Meds Team (MT) and the letter of authority shown in appendix 2 must be carried by the Meds Team at all times during the collection of the drugs.

The CD's are collected from Stag Chemist and on receipt of the drugs they must be immediately placed in the vehicle glove compartment for the journey back to Aston Bourne Road.

On arrival at Aston Bourne Road the MT will record the quantity of drugs received in the CD stock book. This will be checked and countersigned, if correct, by the MT.

The drugs will then be put into the safe storage as stated in section 4.1.

The central CD stock book must always be kept separate from the drugs and is classed as a controlled document and should be managed accordingly.

Storage of Drugs

Main Store – Aston Bourne Road

The main store is located in the Middle room of the Meds offices. The main store is permanently locked and a key is held by the Meds Team.

The CDs are stored in a secure safe in the main store located in the main drugs storage room. Access to the key for this safe is restricted to the Meds Team or nominated deputies. In their absence, the Group Operations Manager or where appropriate the On Call Manager on duty have access to the key to this store. CD stock held in the safe should tally with the quantities listed in the central CD stock book.

Operational Store – Aston Bourne Road

The CD Operational store is a CD safe located on the wall behind the Team Leader's console in the Call Centre Aston Bourne Road. The safe holds five CDs, please note normally 4 in safe and the 5th one is put in there on bank holidays. Cases that contain the CD ampoules and ancillary drugs or equipment required for a relevant (usually palliative care) visit. This case is known as the CD case.

The Team Leader will manage access to the CD cases. Access to the safe must always be recorded in the Controlled Drugs Usage Registers and CD Safe Access Log. All details **MUST** be recorded and **MUST** be complete.

The Controlled Drugs Usage Registers and CD Safe Access Log are held on the Team Leaders desk.

Access to the safe is restricted to the Meds Team for stock checking and replenishment. Access during operational times is restricted to the Team Leader in order to provide a CD case to the Visiting Clinician **ONLY**, see section 7 – CD issue

- Controlled drug cases will be labelled and will have a range of controlled drugs, administration equipment (e.g. syringes and needles) and water for injections. The drugs in the cases include Diamorphine, Midazolam, Naloxone and antiemetic.

CD Cases for Home Visits

The drugs and administration equipment are stored in the controlled drug case and are the responsibility of the visiting doctor for the duration of the time that they are out on visits. The drugs within the CD Case are solely for the use of the visiting (clinician) doctor to administer to the patient according to clinical need.

The CD case must always be stored in the car's glove compartment whilst in transit and taken immediately to/from the patient's home on arrival and departure. CD cases must not be left in the car. When the visiting team return to base, the CD must be returned immediately to secure storage in the operational store and the CD register updated immediately.

Drug Issue

It is the Clinician’s responsibility to check and sign out the CD case prior to going out on visits.

Aston Bourne Road

- The Clinician will request access to the CD safe from the Team Leader or Assistant Team Leader.

Date	Ampoule Case Number	Out (print Name)	In (print Name)	Balance		Clinician Signature	Countersigned Teamleader/Teamleader assistant
				Midazolam	Diamorphine		
1/1/11	2	Dr Badger		2	2	Signed	Signed
1/1/11	2		Dr Badger	1	2	Signed	Signed

CD Safe Log

- The Clinician will check the contents of the controlled drug case and if the balance is correct sign out the case in the Controlled Drugs Usage Registers and CD Safe Access Log
- The Clinician will ask the Team Leader to check the balance and countersign the CD Safe Access Log
- The Clinician will transfer the controlled drug case to the safe on the call centre floor, the case will remain in the safe unless needed on a visit. When the car returns to base the Clinician is required to update the Controlled Drugs Usage Registers and CD Safe Access Log confirming usage, this includes checking and countersigning to confirm the balance left in the case
- The controlled drug cases will be replenished by the medicines management team based at ABR.

Record Keeping

CD registers and logbooks are hard backed bound books that cannot easily have pages removed. The register has a specific purpose and must not be used for any other purpose; staff and clinicians who are responsible for completing entries in the registers **MUST** always complete the entry under each heading.

Central CD Stock Book

In this record book the date supplied, the supplier details, the quantity received, the batch number and the balance must be recorded as shown in the example below:

<i>Date supply received/issued</i>	<i>Name and address from whom obtained/issued to</i>	<i>Quantity received/Issued</i>	<i>Batch number</i>	<i>Balance</i>
1 st July 2021	Stag Chemist, 230, Stoney Lane, Sparkbrook, Birmingham. B12 8AN	10	123456	10

CD Stock Book

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Clinicians' CD Usage Register – Aston Bourne Road

The Clinicians' CD usage registers are held at Aston Bourne Road.

- It is imperative and a legal requirement that accurate documentation is undertaken by all clinicians.
- All CDs should be prescribed accurately i.e., in words and figures, specifying quantities and clearly documenting the dosage to be administered. For detailed guidance see the British National Formulary.
- If and when drugs are used from the controlled drug cases they should be recorded accurately within the clinical notes and for appropriate drugs, in the Clinicians CD usage registers which will be held at Aston Bourne Road. It is good practice to record the quantity used and record any quantity that is discarded and how this has been achieved.

<i>Date given</i>	<i>Time</i>	<i>Adastra ref</i>	<i>Patient Name</i>	<i>Drug Given & Dosage</i>	<i>Amount Discarded &How</i>	<i>Ampoule Case Number</i>	<i>Batch No</i>	<i>Given By</i>
1st July	22:50	34567	A patient	5mg	5mg	2	1234hl	Badger doc

Disposal of CDs

Clinicians must dispose of any unused controlled drug remaining in the ampoule safely and this must be recorded on the case documentation. Surplus drugs should be placed in the sharps container immediately after administration of the required dose to the patient.

Out of date CDs are returned with supporting documentation for controlled destruction by the approved Pharmacist.

Clinicians **MUST NOT** accept drugs from patients' homes for disposal.

Visit Dispatching Guidelines for Patients requiring CDs

Visits which are identified as requiring controlled drugs will be highlighted to the Visit Dispatchers by the Clinician using the Adastra system. The relevant visiting clinician will sign out a CD case for transportation to the visit as appropriate and return the case upon completion.

Incident Reporting

Clinicians must immediately report any incident involving a CD to the duty Team Leader and complete a Badger incident form (IG-F-001) with details. The duty Team Leader will contact the Medical Director on Call and/or the Manager on call to inform them of the incident. The Accountable Officer will investigate the incident and report to the appropriate Controlled Drug Intelligence Network (CD LIN).

Home Office Reporting Requirements

Thefts and losses of CDs either at premises or when in transit must be notified to a Police officer and in writing the Head of the Home Office Drug Licensing and Control Unit as well as the Accountable Officer.

Queries

Queries about this procedure should be addressed to Dr Fay Wilson, Executive Chair.

Appendix 1

Purchase Order – Stag Pharmacy – F-F-020a



Purchase Order:

Date:

Stag Chemist
230 Stoney Lane
Birmingham
B12 8AN

Please find below an order for supply of 'Out of Hours' stock of controlled drugs. Can I request that this order be ready for collection Monday please?

DRUG ORDER

Item	Dose	Quantity
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(Any problems please call Rachael Cockayne on 0121 766 2149)

Many thanks,
Rachael Cockayne
0121 766 2149

***Doctors signature..... Date

***Doctors please print your name in full under the signature line.

Above order supplied Signed Supplying Pharmacist

Date

Above order received Signed on behalf Badger

Date

Witness to stock addition Signed on behalf Badger

Date

Badger Group, Badger House, 121 Glover Street, Birmingham, B9 4EY
T: 0121 766 2101 F: 0121 766 2142

Badger Group comprises Birmingham and District General Practitioner Emergency Room Ltd (Co 03155566), Badger Medical Ltd (Co 04402980), Badger Healthcare Ltd (Co 05905621) and Self Support Partnership PLC (Co 06855049) with Registered Offices at Badger House 121 Glover St Birmingham B9 4EY. Registered in England and Wales

Author or Department	Issue Date	Version	Document Ref	Approved By	Approval Date	Next Review	Page
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Appendix 2

Carriage of Controlled Drugs – CL-F-060

25th October 2023

To whom it may concern

Re: Carriage of Controlled Drugs

To Whom It May Concern,

This letter serves as authorisation for the following staff members of Badger to carry controlled drugs on behalf of the organisation between Stag Chemist, 230 Stoney Lane, Sparkbrook, Birmingham. B12 8AN and Badger, Unit 1-2 Bourne Road, Aston, Birmingham, B6 and any Treatment Centre in which Badger provides services.

Authorised Staff Members:

- Cathy Coulson
- Jackie Owen
- Hasmit Parmar

This authorisation is valid until 1st July 2024.

Dr Fay Wilson
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