

Company Name:

Policy No: 01-3313	Authorised:	Date:
CONTROLLED DRUGS MANAGEMENT AT THE HOME		

This Policy defines the principles and procedures to be followed for the safe handling and management of Controlled Drugs ("CDs") at the Home. This will be in accordance with the requirements of the Controlled Drugs (Supervision of Management and Use) Regulations 2013, as far as they apply to the Care Home sector.

1. *Definition and Properties:*

- 1.1 Controlled Drugs ("CDs") are prescribed medicines that are usually used to treat severe pain, induce anaesthesia, and drug dependency. They are also medicines of potential abuse, and as such have additional safety requirements for prescription, storage, administration to the service user, and disposal.
- 1.2 These requirements are subject to the *Controlled Drugs (Supervision of Management and Use) Regulations 2013*, and the procedures for the management of CDs at the Home are designed to ensure compliance to this legislation.

2. *Controlled Drugs – PRESCRIPTION & RECEIPT:*

- 2.1 CDs are prescribed and dispensed for individually named persons. As such, each CD will require a separate written prescription for each occasion. The Home does not hold a "stock" of CDs.
- 2.2 Medicines are either collected from a named pharmacy by a named staff member, or the pharmacy delivers prescribed medicines directly to the Home. In either case, the staff member responsible for collecting / receiving the medicines will be required to provide proof of identity.

3. *Controlled Drugs – ADMINISTRATION TO THE SERVICE USER (see also Policy No 3303):*

- 3.1 Two nurses are required for the process of administering a Controlled Drug - one must be the 1st level RGN.
- 3.2 Select the required drug from the Controlled Drugs Cupboard; check expiry date and dosage required. Check stock against last entry in the Controlled Drugs Register.
- 3.3 Check the Medicines Administration Chart for the appropriate dosages required. Measure dose(s) and return the remaining stock to the Controlled Drugs Cupboard and lock the Cupboard.
- 3.4 Enter the date and service user's name in the Controlled Drugs Register.
- 3.5 Take the prepared dose to the service user and check their identity (photograph on Kardex will be of assistance here). This should be verified by both nurses.
- 3.6 Check the Medicines Administration Chart and administer the drug in the prescribed manner. The 1st level RGN will then sign and date the Chart, and the second nurse will also sign and date the Chart as a witness.
- 3.7 If the service user refuses the medication then this should be noted on the Chart and signed (ref. *Policy No 3304*).
- 3.8 The doses given, and time of administration will then be entered into the Controlled Drugs Register against the service user's name, which is then signed by both nurses.

4. *Controlled Drugs – STORAGE & DISPOSAL (see also Policy No 3302):*

- 4.1 All medicines will be stored in a locked medicines cupboard which is permanently fixed within a dedicated room such as a Treatment Room, which is kept locked when not in use. The keys to the medicines cupboard and the Treatment Room will be kept by the Duty Senior RGN or the Registered Manager.