

# Controlled Drugs Prescribing Policy

November | 2018

**Responsible Committee:** Quality Committee

**Date Effective:** November 2018

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**Supersedes:** No previous policy

**Next Review Due:** November 2019

**Version Number:**

**Comments (details of change):**

SELDOC does not stock controlled drugs (CDs).

For all urgent requests for CDs during the out of hours (OOH) period, the duty doctor should take the following actions:-

1. Identify a community pharmacist who is open. At least one community pharmacy is open until midnight in Sutton, Merton, Kingston and Wandsworth in SWL and Lambeth, Lewisham and Southwark in SEL. Details are on nhs.uk, under services/pharmacies, and entering the postcode. Over holiday periods lists of open pharmacists are available in clinical consulting rooms, or from the shift supervisor.

After midnight, the following Pharmacy can be contacted:

Zafash Pharmacy 233-235 Old Brompton Rd, London, SW5 0EA

<http://www.zafash.co.uk/index.php/services/zafash-pharmacy>

Tel: **02073707538**

### **Medications available for immediate supply to the patient:**

The following pain relief medications are stocked by SELDOC and are available for direct supply to the patient, from the doctor's blue bag and injectable pouch, for immediate use during appointments at base or home visits:

Analgesia and Pyrexia	
	Codeine 30mg Tablets
	Diclofenac 75mg in 3ml Injection
	Ibuprofen 200mg Tablets
	Ibuprofen 100mg/5ml Suspension
	Naproxen 250mg Tablets
	Paracetamol 120mg/5ml Suspension
	Paracetamol 500mg Tablets

The following Palliative Care Medications are stocked by SELDOC and are available for direct supply to the patient, from the doctor's blue bag and injectable pouch, for immediate use during appointments at base or home visits:

Palliative Care	
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	Cyclizine 50mg in 1ml injection
	Dexamethasone 4mg in 1ml Injection
	Diazepam 2mg Tablets
	Diazepam 10mg in 2ml Injection
	Domperidone 10mg Tablets
	Glycopyrronium 200mcg in 1ml Injection
	Haloperidol 5mg in 1ml Injection
	Hyoscine Butylbromide 10mg Tablets (Buscopan)*
	Hyoscine Butylbromide 20mg in 1ml injection*
	Levomepromazine Hydrochloride 25mg in 1ml Injection
	Lorazepam 1mg Tablets
	Metoclopramide 10mg in 1 ml Injection
	Prochlorperazine 12.5mg in 1ml Injection
	Prochlorperazine 3mg tablets (Buccastem)

Please refer to the SELDOC formulary for a full list.

2. Write the prescription, bearing in mind the requirements for CD prescriptions to write the amounts in numbers and words. Print and sign the prescription.

3. Arrange for dispensing. Options include:

- a) During a base consultation, give the prescription to the patient to collect themselves. Remind the patient that the dispensing pharmacist may require identification, and that the prescription will not be replaced if lost, as it is for a CD
- b) For remote prescribing, prescriptions for CDs cannot be faxed to a pharmacy. The original prescription must be collected from a base. If the patient or their relative/carer chooses to collect a prescription for CDs from a specific base, which is not the base where the consulting clinician is working, it is best practice to pass the call to a duty doctor at the base the patient wants to collect the prescription from. For advice on how to arrange this, duty doctors should consult the shift supervisor. If a relative/carer is collecting a prescription on behalf of a patient, they should be requested to bring identification of the patient with them. Scripts for CDs should not be left with non-clinical staff for collection; it is the responsibility of the prescribing duty doctor to ensure that the prescription is handed over to the patient, or a carer/relative that they are expecting and who carries identification from the patient.
- c) For housebound patients, who do not have a relative/carer who is able to collect the medication on their behalf, or where the duty doctor needs to be involved in administering the medication once collected (e.g. injection or setting up a syringe driver) the duty doctor should instruct their driver to drive them to the relevant pharmacy, having contacted the pharmacy in advance to check that the required medication is in stock. The duty doctor can then deliver the FP10 and collect the medication in person before visiting the patient.