

Lost or Stolen Prescriptions

WHAT IS THE PROBLEM?

Prescription forms are classed as controlled stationary and the theft of prescription forms and their consequent misuse is an area of concern for a number of reasons:

- A prescription form is an NHS asset that has a financial cost attached.
- Prescription forms should not be treated as 'blank cheques' which, in the wrong hands, can lead to a misuse of NHS resources.
- Stolen forms, or indeed whole pads, can be used to illegally obtain controlled drugs (CDs), as well as other medicines either for illegitimate or personal use.
- The effective management of prescription forms, for example how they are stored and accessed by authorised prescribing and non-prescribing staff is very important and requires that appropriate security policies, procedures and systems are in place.

WHAT TO DO IF YOU LOSE A PRESCRIPTION PAD OR A PRESCRIPTION PAD IS STOLEN.....

REPORT INTERNALLY TO DESIGNATED PERSON.

At the first opportunity the prescriber or staff member should notify the designated person with overall responsibility for prescription forms at the practice.

The matter should also be recorded as a security incident on the organisation's incident reporting system

REPORT TO NHS ENGLAND

The controlled drugs accountable officer (CDAO) at NHS England must be notified.

Provide details of the incident, the prescription numbers unaccounted for, the quantity and the prescribers details. This is so that an alert can be circulated in case the prescriptions are presented to community pharmacies.

Derbyshire GPs contact 01138 251854 or email e.derbyshirenottinghamshire-gpderbys@nhs.net

Nottinghamshire GPs contact 01138 251854 or email e.derbyshirenottinghamshire-gpnotts@nhs.net

Shropshire and Staffordshire contact 0113 8254 630 or email england.cd_x24n@nhs.net

REPORT TO NHS PROTECT

The Missing/lost/stolen prescription notification form contained in Annex B of the NHS BSA Security of Prescription Forms Guidance should be completed and emailed to NHS Protect at prescription@nhsprotect.gsi.gov.uk to notify them of the incident.

This form can be accessed via the NHSBSA Website :

http://www.nhsbsa.nhs.uk/Documents/SecurityManagement/Security_of_Prescription_forms_Updated_August_2015.pdf

ACTIONS THE PRESCRIBER MUST TAKE FOLLOWING THE INCIDENT WHEN PRESCRIBING

The prescriber whose stock has gone missing should be instructed to write and sign all newly issued prescription forms in a particular colour for a period of two months.

The colour prescriptions are to be written in, must be shared with NHS England. NHS England will share this information via an alert to community pharmacies.

POST INCIDENT REVIEW

Following the loss/ theft of prescription forms it is good practice to undertake an SEA.

The outcome of the SEA and lessons learned should be shared with all staff involved in the management of controlled stationary.

NHS England North Midlands Controlled Drugs Team Contact Details: The Controlled Drugs Accountable Officer for NHS England North Midlands is Samantha Travis, Samantha.travis@nhs.net

The Accountable Officer is supported by: Selina Utting, Assistant to CDAO, Tel: 0113 8255479, Selina.utting@nhs.net

Derbyshire & Nottinghamshire: Margaret Farrow-Johnson Controlled Drugs Support Officer, Tel: 01138 249774 Margaret.farrow-johnson@nhs.net

Shropshire & Staffordshire: Eleanor Carnegie Controlled Drugs Support Officer, Tel: 0113 8254630, Eleanor.carnegie@nhs.net

Management of Prescription Forms

<p>PRESCRIPTION FORM STOCK CONTROL</p>	<p>Organisations should maintain clear and unambiguous records on prescription stationery stock received and distributed. The distribution of prescription forms to prescribers is the responsibility of the organisation.</p> <p>The following information should be recorded:</p> <ul style="list-style-type: none"> - What has been received, along with serial number data - Where items are being stored - When prescription forms are issued to the authorised prescriber - Details of who issued the forms - To whom prescription forms were issued, along with the serial numbers of these forms - The serial numbers of any unused prescription forms that have been returned - Details of prescription forms that have been destroyed (these records should be retained for at least 18 months).
<p>PRIVATE PRESCRIBERS</p>	<p>Doctors who privately prescribe schedule 2 controlled drugs must have an individual private prescriber number. To request a private prescriber number a controlled drugs self-declaration must be completed and submitted to the CDAO at NHS England North Midlands. For more information private prescribers should contact the controlled drugs team: Derbyshire and Nottinghamshire prescribers to contact england.nottsderbycontrolleddrugs@nhs.net Shropshire and Staffordshire prescribers to contact england.cd_x24n@nhs.net</p>
<p>RECEIPT AND STORAGE</p>	<p>It is important to record delivered and stored prescription stock.</p> <p>The delivery should be thoroughly checked against the order and delivery note and only be signed for if the packaging is sealed and unbroken. Once the delivery has been checked, the boxes should be examined and as soon as practical the serial numbers checked against the delivery note. Details of the delivery should be recorded</p> <p>If the forms do not arrive on the due date, within six working days from the date of the order being placed, the intended recipient should notify the suppliers of the missing prescription forms, so that enquiries can be made at an early stage.</p> <p>Deliveries of prescription form stock should be securely stored as soon as practicable and treated as controlled stationery.</p> <p>As a minimum, prescription forms should be kept in a locked cabinet within a lockable room or area.</p> <p>Access to the lockable room or area where prescription form stocks are kept should be restricted to authorised individuals.</p>
<p>DESTRUCTION AND DISPOSAL</p>	<p>New prescription forms should not be issued to prescribers who have left or moved employment or who have been suspended from prescribing duties. All unused prescription forms relating to individuals who no longer work or prescribe at the practice should be recovered and securely destroyed. Personalised forms which are no longer in use should be securely destroyed (e.g. by shredding) before being put into confidential waste, with appropriate records kept.</p> <p>The destruction of the forms should be witnessed by another member of staff. Records of forms destroyed should be kept for at least 18 months.</p>
<p>USING PRESCRIPTION FORMS</p>	<p>As a matter of best practice, prescribers should keep a record of the serial numbers of prescription forms issued to them.</p> <p>To reduce the risk of misuse, blank prescriptions should never be pre-signed.</p> <p>Where possible, all unused forms should be returned to stock at the end of the session or day</p> <p>Any completed prescriptions should be stored in a locked drawer/cupboard.</p> <p>Patients, temporary staff and visitors should never be left alone with prescription forms or allowed into secure areas where forms are stored.</p>