

Appendix 23 – Practice Procedure for Lost/Stolen Controlled Drug Prescriptions

A **controlled** substance is generally a **drug** or chemical whose manufacture, possession, or use is regulated by the government because of the potential for abuse or addiction. Such **drugs** include those classified as narcotics, stimulants, depressants, hallucinogens, and cannabis.

A list of all controlled drugs can be found at:

<https://www.gov.uk/government/publications/controlled-drugs-list--2>

For all controlled drugs which includes: benzodiazepine, codeine, dihydrocodeine or a product containing one of these drugs e.g. (Co-codamol, Kapake) in addition to the drugs in the link above:

1. The loss or theft of a controlled drug prescription must be recorded in the patients' medical record and a SNOMED code added to enable the Practice to monitor/audit.
2. If the prescription is stolen, the patient or the Practice must report the incident to the police and provide the Practice with a crime number.
3. The loss or theft of a controlled drug or prescription must be reported to the CD Accountable Officer via www.cdreporting.co.uk
4. If Practices need to send out an alert regarding lost or stolen prescriptions, this can be done by sending an alert template to: ENGLAND.EnglandCASAlerts@nhs.net the alert template can be obtained from the CD accountable officer.
5. The Practice must review the patient's records when considering if it is appropriate to re-issue a prescription. Notes should be assessed to identify if there is a pattern of regularly requesting additional prescriptions. Practices may consider reviewing ordering patterns for immediate family and household members when considering patterns of behaviour. If a pattern is identified this could indicate an underlying problem such as abuse, diversion or a safeguarding issue, report via cdreporting.co.uk and refer as appropriate. Colleagues should consider adding a special patient note, so that system partners are made aware of any potential concerns.
6. The patient should be invited in for review and the appropriate steps taken.
7. Practices may issue a small supply of medication to cover the period until the patient attends.
8. At the review, Practices should review the appropriateness of the current prescription and steps that can be taken to support the patient such as:
 - Reducing and withdrawing medication
 - Reducing script duration e.g. weekly prescriptions
 - Discussion about future action should there be further issues
 - Working with the community pharmacy e.g. if prescriptions are being stolen use of EPS or prescription delivery