

Controlled Drugs Website FAQ's

Background

The CD website was created in response to Controlled Drugs Regulations 2013 & Shipman Recommendations 4 & 5

<http://www.legislation.gov.uk/uksi/2013/373/contents/made>

<https://www.gov.uk/government/publications/information-about-controlled-drugs-regulations>

<http://www.the-shipman-inquiry.org.uk/fourthreport.asp>

<http://www.the-shipman-inquiry.org.uk/fifthreport.asp>

What you will need

Web browser / search engine – You will need Firefox / Google Chrome or Internet Explorer 9. If you are using Internet Explorer 8 (Legacy Browser which is over eight years old) your provider or IT department has a duty to you to provide an up to date / newer browser to ensure full browser capability.

What can you do on the website

You can log controlled drug incidents and record Occurrence Reports (for Designated Bodies with a CDAO), Declarations, (for GP's, dentists and private midwives) and controlled drug Destructions, (request for a witness for independent pharmacies and to log all destructions for all pharmacies).

What you need to do:

Type in the following into your search engine: URL: www.cdreporting.co.uk press enter / return.

Tip - You can save it as a favourite for easy access.

You will see the CD log on page. If you have not yet registered you can click on 'create an account' and complete the registration form with your details, using your email address as

username and selecting an easy to remember password. When complete press submit and you will see a message on the screen that tells you that you have successfully registered.

Tip – You will only be able to add incidents if you are registered.

How to report a controlled drugs incident

When you log in using your new account you will be taken to the home page. From this page you will be able to view all your reports/declarations that you have submitted.

Note: If you are a pharmacy superintendent or a CD Accountable Officer you will be able to view your organisations submitted reports which you can produce relevant real time data to show trends, highlight issues quickly, identify individuals of concern and identify lessons that can be learnt and shared.

There are options to report an incident; complete an annual declaration (GP's and Dentists, private midwives); complete a quarterly occurrence report (hospitals and hospices) or request a witness for the destruction of controlled drugs in independent (or smaller) organisations i.e. Pharmacies, GP practices.

From your home page, click on 'incidents & concerns'. This will take you to the report page. Complete as much of the report as possible and please DO NOT enter any patient details at this time. If we require patient information we will contact you directly.

Enter the details of the professional involved and if they have a registration number you can click on the professional body relevant i.e. GPhC to the individual and obtain their registration number if you do not already have it.

Reporting requirements

*The Health and Safety Executive manages RIDDOR reporting. "RIDDOR requires employers and others to report deaths, certain types of injury, some occupational diseases and dangerous occurrences that **'arise out of or in connection with work'**. Generally, this covers incidents where the work activities, equipment or environment (including how work is carried out, organised or supervised) contributed in some way to the circumstances of the accident". Please visit their website for further details. <http://www.hse.gov.uk/riddor/index.htm> .*

STEIS (Strategic Executive Information System) is for reporting an incident that occurred during NHS funded healthcare (including in the community), which resulted in patient harm.

A Significant Event Audit (SEA) or Serious Untoward Incident (SUI) which is defined by www.patient.co.uk as to “identify events in individual cases that have been critical (beneficial or detrimental to the outcome) and to improve the quality of patient care from the lessons learnt”. Your organisation may require you to complete an audit, please refer to your organisations reporting process.

Enter the site and type of incident that has occurred please note there are drop down boxes for you to select an organisation and a type of incident. Only select “other” if you cannot find your organisation or the type of incident. When you select “other” you will be asked for more information. There is a section so you can add the drugs involved and also a section to add additional staff information if more than one person was present.

You are requested to risk score each incident, please note: there is risk score guidance available on the page to help you. Score the likelihood and severity, the scores are added up and not multiplied. Examples are as follows: a CD spillage would be rated Green 1-4 and a patient given the wrong medication and having to be hospitalised would be rated Red 8-10.

Incident Details / Actions & Outcomes

This section is for you to provide as much detail as possible about the incident. The more information given means the Accountable Officer for Controlled Drugs can close the incident more quickly.

When you have completed your report you can click on submit. You will then be given a unique CD incident reference number which will be used if we need to contact you or you need to contact us.

All incidents will be reviewed by the Area Team and you may be contacted by the Controlled Drugs Liaison Officers or member of the CD Accountable Officer Team.

[Thank you for reporting this incident](#)

To enter occurrences, destructions or declarations click on the appropriate button from your home page and complete the form and then submit.

We are currently in the middle of a major system transfer (From Access Database to Website). The website will receive a major upgrade in the coming week or so which will resolve any existing issues.

The new National Occurrence form is currently awaiting approval.

If you have a technical issue: Please contact the CD Tool helpdesk on 0113 825 5238.

