

Safer Management of Controlled Drugs - Controlled drug prescribing

What Do I Need To Do?

People who prescribe, dispense, monitor or receive controlled drugs are responsible for implementing the following arrangements.

Prescriber

Two routes of prescribing a controlled drug to a patient are an NHS prescription form or a private prescription form.

NHS prescription form

- It is strongly recommended that a prescriber writes a prescription which does not exceed a maximum quantity of 30 days supply for prescriptions for schedule 2, 3 and 4 controlled drugs.
- Prescription printing software should show 'CD' after the order for a controlled drug; e.g. Diamorphine 10mg tablets CD.
- The prescriber should include the patient's NHS number on the prescription form.
- The layout of the prescription form includes space for the person collecting a CD in schedules 2 or 3 to sign the back of the form.
- In the longer term, changes will be made to allocate each prescriber a unique code to allow more accurate monitoring of controlled drug prescribing.

Private Prescription Form

- A special form (FP10PCD) has been introduced for any private prescription of schedule 2 and 3 controlled drugs which will be dispensed in the community.
- It is strongly recommended that a prescriber writes a prescription which does not exceed a maximum quantity of 30 days supply for prescriptions for schedule 2, 3 and 4 controlled drugs.
- Prescription printing software should show 'CD' after the order for a controlled drug; e.g. Diamorphine 10mg tablets CD.
- The prescriber should obtain the patient's NHS number if at all possible and enter this number on the prescription form.
- The private prescription form includes space for the person collecting a CD in schedules 2 or 3 to sign the back of the form.
- There are two kinds of forms available, personalised (FP10PCDNC) and non-personalised (FP10PCDSS). Personalised forms contain the prescriber's details already printed. Non-personalised forms are suitable for overprinting which will allow printing of prescriptions using the practice/clinic computer. The prescription form overprint specification

shows the layout of the FP10PCDSS prescription form. The specification is located on our web pages for 'Prescription Forms'.

- After dispensing, these forms will be sent to the NHSBSA Prescription Services for processing and included in the EPACT.net information service. The NHS England Area Team responsible for monitoring each prescriber will then be able to access this service. To ensure that this is possible, the NHSBSA needs to maintain a database showing each prescriber along with an associated prescriber code.

I prescribe CDs on private prescriptions. How do I get my prescriber number and prescription forms?

- If you are a private prescriber and have not been issued a private prescriber identification number you should contact your local NHS England Area Team. The Area Team will then inform the NHSBSA of the prescriber's details using the designated form. The form can be found with the 'Organisation and Prescriber Changes' pages on the NHSBSA web site.
- The NHSBSA writes to the NHS England Area Team to inform them of the prescriber number and the Area Team informs the prescriber. Prescribers then need to contact their Area Team to order their prescriptions.
- Current NHS prescribers receive a separate private prescriber number in addition to their NHS prescriber number. It is important to use the correct number when prescribing NHS and private prescriptions to ensure that prescribing costs are attributed to the appropriate budget.

I am a dentist who prescribes CDs on private prescriptions. How do I get my prescription forms?

- If you are a dentist who prescribes CDs on private prescription you should contact your NHS England Area Team to order your prescriptions.
- Each Area Team is issued with a unique number for private dental prescriptions.
- NHS prescribers working before 1 April 2013 have received a private prescriber number which was unique to their PCT. This number can continue to be used on FP10PCD forms but cannot be used on NHS FP10D forms.
- Dentists need to add their name, address and qualifications to the prescription form to comply with the Misuse of Drugs Regulations.

Community Pharmacy

- Community pharmacies require a private controlled drug account number which should be used when submitting FP10PCD forms. This account number should also be used for submitting CD requisition forms and is a

different account to the NHS account number used by contractors to submit NHS prescriptions.

- Dispensing contractors should submit original private prescriptions for schedule 2 and 3 controlled drugs to the Prescription Pricing Division.
- Private prescriptions and CD requisitions which have been dispensed in one month should be submitted at the beginning of the following month. These should be sent to the NHSBSA Prescription Services by the 5th day of the month, using the submission document (FP34PCD) which is available on our web site. This submission should be separate to any NHS prescription forms and sent to the following address:

NHSBSA Prescription Pricing Division
Processing Div 3 Newcastle
Goods Entrance (off Dean Street)
Bridge House
152 Pilgrim Street
Newcastle upon Tyne
NE1 6SN

- If you don't have a private controlled drug account number you should contact your NHS England Area Team.

If you are a dispensing doctor and require advice on submitting private CD prescriptions please contact: nhsbsa.prescriptionservices@nhs.net.

Patients

- If you have been prescribed a schedule 2 or 3 controlled drug either on an NHS prescription form or a private prescription form you will be asked to provide your NHS number to your prescriber.
- You, or your representative, will be asked to sign the prescription form on collection of your prescription from the pharmacy.
- You, or your representative, will be required to provide proof of identification to the pharmacist if you have been prescribed a Schedule 2 controlled drug.