

## Section 1 - Controlled Stationery

### 1 General Principles

Medicines must be ordered, prescribed and administration recorded on approved stationery, which must be stored securely to prevent fraudulent use. Electronic prescription systems can be employed provided there are approved procedures in that ensure a full audit trail is maintained

### 2 Definition

Controlled stationery is any stationery which in the wrong hands, could be used to obtain medicines fraudulently. This includes, for example: -

	<b>Supplied via</b>
Pharmacy Indent books	General supplies
Hospital Interim Discharge Notification & Prescription forms	General supplies
Controlled Drug Order books	Pharmacy
Controlled Drug Record books	Pharmacy
Out-patient prescription pads	Pharmacy
HBP10 Prescription pads	Pharmacy

### 3 Security

- 3.1 The security of controlled stationery in a ward/department is the responsibility of the registered nurse/midwife/ODP in charge of the ward/department and must be held securely at all times.
- 3.2 Any unused controlled stationary, e.g. unused controlled drug order books, prescription forms etc, that is no longer required must be returned to the issuer who must record receipt and ensure secure and recorded disposal.

### 4 Controlled Drug Books

- 4.1 All controlled drug record books and controlled drug order books are uniquely numbered to ensure traceability. A record is kept of the receipt and issue of controlled stationery, including the date issued and the identities of the persons requesting and issuing it.

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- 4.2 Only one controlled drug record book should be in use in a ward/department at any one time, unless permission has been given from pharmacy or the Controlled Drug Governance Team for the ward/department to hold a separate controlled drug record book to record patient's own controlled drugs.
- 4.3 Only one controlled drug order book should be in use at any one time, unless permission has been given from pharmacy.

5. **Pharmacy Indent Books** - Each ward/department should at any given time have a maximum of two pharmacy indent books available.

### 6. **HBP 10 Prescription Pads**

- HBP 10 prescription pads will only be supplied to authorised designated departments after prior arrangement and agreement with pharmacy.
- Only one such pad will be held by each designated department at any time.
- HBP 10 prescription pads will only be supplied following a request from the Nurse in Charge of the Department.
- Following the request a new prescription pad will only be supplied by pharmacy on presentation of the used pad at Pharmacy.
- HBP 10 prescription pads are uniquely numbered and a receipt must be signed and dated when pads are issued from the pharmacy.
- For audit purposes pharmacy shall receive a report from the NHS Lanarkshire Prescribing Management Team on the use and associated costs of HBP 10 prescriptions pads issued.

### 7. **Loss or Theft of Controlled Stationery**

Loss or theft of controlled stationery must be reported immediately to the person in charge of the ward/department who is responsible for investigating and reporting the incident. The site pharmacy manager should be informed. The Accountable Officer should be informed of any losses relating to stationery relating to Controlled Drugs.