

Purpose	The Practice Team will understand their responsibility and accountability in the storage and management of controlled drugs to prevent unauthorised access to controlled drugs and controlled drugs prescription pads.
Scope	All of the clinical team
Policy	<p>This policy is a means of ensuring that Controlled Drugs are utilised and managed in accordance with the legislative requirements of the Medicines Act, Medicines Regulations, and the Misuse of Drugs Act.</p> <p>All controlled drugs are stored in line with the Misuse of Drugs Act 1975 and the Misuse of Drug Regulations 1977.</p> <p>All clinical staff understand their responsibility to ensure that there is secure storage of all controlled drugs held on the premises. There is documented evidence of this.</p> <p>The General Practitioners and Practice Nurses have special responsibilities in the distribution, prescribing, supplying and disposal of all controlled drugs.</p> <p>The Practice has written documentation of the requirements for any locum GPs or PNs to be aware of their responsibilities within the practice.</p> <p>All clinical staff involved in managing controlled drugs are aware that controlled drug prescription pads are kept in a locked cupboard or in the controlled drugs safe.</p> <p>The Practice will maintain a controlled drugs register that has the following characteristics:</p> <p>There is a controlled drug safe.</p> <ul style="list-style-type: none">• Bound volume• Date of transaction• Each page is numbered consecutively• Each page identifies a specific drug• Entries must be made no later than the ordinary business day following the day of transaction• Name and address of person receiving the drug, or alternative action e.g stocktake• Number in Number out and balance .Balances are undertaken and signed off• Name of prescriber/ authority• Received, dispensed administered by• Initials, signature x 2• Entries should be legible, indelible and in the format specified in the regulations. <p>Tracking, monitoring and documenting enables the practice to track the recipients and prevent theft or misappropriation.</p> <p>If the GP in the practice is required to carry controlled drugs in their emergency bag these should be managed as per the Practice controlled drug policy.</p>
Resources	<ul style="list-style-type: none">• Misuse of Drugs Act 1975- www.legislation.govt.nz

- Misuse of Drugs Regulations 1977 - www.legislation.govt.nz
- Medical Council of New Zealand - www.mcnz.org.nz
- The Medicines Act 1981. Medicines Regulations 1984 - www.legislation.govt.nz

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