

Security of prescription forms

Aide-mémoire for practice managers

- Develop a prescription security awareness culture amongst practice staff and prescribers.
- Ensure that robust policies and procedures are in place to manage the effective security of prescription forms in the practice.
- Designate a member of staff to accept overall responsibility for overseeing the whole process involved – from the ordering, receipt, storage and transfer of prescription forms to their overall security (including access to them).
- Maintain an up-to-date list of all prescribers within the practice to account for those who have left, moved employment/CCG area or been suspended from prescribing duties.
- Check deliveries of prescription form stock from the area team/supplier whilst the delivery driver is present, to check order and amount are correct and packaging is sealed and unbroken.
- Report and investigate irregularities at delivery stage immediately with the area team/supplier.
- Transfer prescription form stock to secure storage immediately.
- Ensure access to secure storage is restricted and all staff access to/from secure storage is recorded
- Maintain clear and unambiguous records on prescription form stock received and distributed.
- Patients, temporary staff and visitors should never be left alone with prescription form stock or allowed into secure areas where forms are stored.
- Prescribers conducting home visits should be alerted to and be mindful of the potential dangers associated with carrying around prescription forms or leaving them unattended.
- Personalised prescription forms which are no longer in use should be securely destroyed, e.g. by shredding, before putting into confidential waste.
- Spoiled or cancelled prescription forms should be retained for audit purposes.
- In the event of a loss or theft of prescription form stock, local procedures should be followed and the area team, Controlled Drugs Accountable Officer and the police should be notified as required. It should also be recorded on the organisation's incident reporting system. NHS Protect should also be notified at prescription@nhsprotect.gsi.gov.uk using the form at annex B of the Security of prescription forms guidance document.