

AT A GLANCE – 4.0 RECORD KEEPING CDS ON INPATIENTS (EXCEPT ST. JOHN’S HOSPICE) AND COMMUNITY SERVICES (EXCEPT DONCASTER CARE GROUP COMMUNITY SERVICES (PHYSICAL HEALTH) [v2.0]

ROLE	TRUST WIDE		[WARD, TEAM NAME] WARD TEAM SPECIFIC ^{1,2}
	Last Review:	Next Review:	Last Reviewed: [Enter Date]
RECORD KEEPING – INPATIENTS (non - Hospice)	<p>1. RDaSH REQUISITIONED CDs</p> <ul style="list-style-type: none"> • The index page at the front of the register must be kept up to date to allow staff to identify the appropriate page to use for a particular CD preparation. • All entries are to be made in permanent black ink. • All movements of i.e., Schedule 2 and 3a CDs stock received, administered, given out or destroyed must be recorded in the CD register. • No CD register record needs to be made for Schedule 3b CDs. • Receipt, administration, reconciliation and destruction of CDs must involve TWO members of staff: <ol style="list-style-type: none"> 1. A qualified member of staff 2. A Counter-signatory to ensure the total balance is correct. • On reaching the end of such a page in the CD register, the balance must be transferred to a new page in the register. The new page number must be added the bottom of the finished page and the index updated. The transfer must be witnessed. • When a stock balance reaches zero it must be recorded as “nil” in words and not as “0”. • All wards should have a record of signatures and initials of staff eligible to act as either a primary signatory or a counter signatory. This record should be kept with the CD register for audit purposes. <p>1a. STOCK CDs (unlabeled supply)</p>		

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	<ul style="list-style-type: none"> • Stock CDs MUST be recorded at the beginning of the CD register book <p>1b. PATIENT DISPENSED (Leave/Discharge)</p> <ul style="list-style-type: none"> • Patient dispensed (leave or discharge) MUST be recorded in the CD Register. Each preparation must be recorded on a page specific to both the preparation and the patient and should be stored in the CD cupboard. <p>2. POM</p> <p>2a. Wards who do NOT utilise POMs</p> <ul style="list-style-type: none"> • Each such CD (Schedule 2 and 3a) MUST be registered at the back of the CD register book. • No CD register record needs to be made for Schedule 3b CDs. • Each CD which is not suitable for use on the ward must not be routinely stored and arrangements must be made to either have them destroyed, as per the SOP, or for them to be returned to the patient if appropriate. <p>2b. Wards who do utilise POMs</p> <ul style="list-style-type: none"> • Each CD MUST be registered at the back of the CD register book. Each preparation must be recorded on a page specific to both the preparation and the patient and should be stored in the CD cupboard. • All movements of i.e. Schedule 2 and 3a CDs stock received, administered, given out or destroyed must be recorded in the CD register. • No CD register record needs to be made for Schedule 3b CDs. <p>3. RECORDING WHEN A PATIENT REFUSES ADMINISTRATION OF CDs</p> <ul style="list-style-type: none"> • The patient's drug card should be annotated to indicate that the dose was refused. • The refused medicine must be stored in a separate container in the CD cupboard. • An entry should be made in the register as per 		

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	<p>guidance (this will allow reconciliation against the remaining useable doses).</p> <ul style="list-style-type: none"> An additional entry should be made in the back of the register for the refused dose detailing the date, patient's name, drug name, strength, form and quantity and signature. The refused doses will be destroyed by pharmacy staff <p>4. RECORDING OF WASTED OR SPILLAGE OF CDs</p> <ul style="list-style-type: none"> Any wasted and spillage of CDs must also be recorded in the CD register and witnessed. <p>5. CORRECTING ERRORS IN A CD REGISTER</p> <ul style="list-style-type: none"> If an error is made when making an entry in the register the following procedure must be followed: <ul style="list-style-type: none"> Do not cross out the entry. Bracket the error in such a way that the original entry is still legible. Explain immediately below the error. Sign, date and witness in the same way as any other entry. Correct the stock balance. Complete an IR1 if required. 		

SAMPLE OF RECORDING CDS IN CD REGISTER BOOK

(Patient's Own Medicines registered at the back of the book)

Name, Form of Preparation and Strength
Tramadol Hydrochloride 50mg tablets

Patient's Own Medicines Annie Smith

Amounts obtained

Amounts Administered

Amount	Date received	Serial No of Requisition	Date	Time	Patient's name	Amount Given	Given by (Signature)	Witnessed by (signature)	Stock Balance
Ten tablets	18.10.15		18.10.15	8:10am	Annie Smith	50mg	A.Daw	C.Harris	9
			19.10.15	8:15am	(Maria Smith) S.Harris 19.10.15		S.Harris	A.Daw	9
			19.10.15	8:18am	Typing error – wrong patient's details		S.Harris	A.Daw	9
			19.10.15	8:25am	Annie Smith	50mg	S.Harris	A.Daw	8
			20.10.15	8:20am	Annie Smith refused one dose of tramadol. One tablet kept in a sealed envelope, signed and dated. Ready in the CD locked cupboard for destruction		M. Smith	S. Morrison	7
			21.10.15	8:30am	Annie Smith	50mg	C.Robertson	L.Reynolds	6

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	Last Review:			Next Review:		Last Reviewed: [Enter Date]			
			22.10.15	9:00am	Destroyed by Pharmacy - one tablet from a sealed envelope and 6 tablets Patient's Own. Tramadol has been discontinued		J.Fox	S. Harris	NIL
RECORD KEEPING – COMMUNITY MENTAL HEALTH SERVICES	<ul style="list-style-type: none"> • Staff must record the receipt, administration, destruction and maintain a running balance of stock as part of the Medicines administration record using the Community Nursing Service CD Record. • A separate sheet must be used for each drug's preparation. • All entries must be signed by a designated practitioner and witnessed by a second member of staff. • All movements of Schedule 2 and 3a CDs stock must be recorded in the CD register. • No CD register record needs to be made for Schedule 3b CDs. 								

1. Ward/team managers should update this column with
 - Ward/team name and last review date
 - complete the suggested specific details of the SOP for the team/ward
 - add any further details of clarification to support a member of staff carrying out this particular aspect of managing medicines.
2. Where a task is carried out within the ward/team which is either not covered by the SOP or cannot conform to the guidance within the middle column then the Trust Pharmacy Department should be contacted for guidance

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Staff members should sign below to indicate that they have read and understand the process required to record keeping CDs for this ward/team

STAFF MEMBER'S NAME	STAFF MEMBER'S SIGNATURE	DATE