

## **Dealing with Spillages/breakages of Schedule 2 liquid CDs in Community Pharmacies**

The following guidance is intended to help you dealing with and recording instances of liquid Schedule 2 breakage/ spillages and which individuals should be notified of such an event. This information will apply primarily to methadone but also to any Schedule 2 liquid spillage or breakage.

The Misuse of Drugs Regulations 2001 requires pharmacists/pharmacy technicians to keep a record of all Schedule 2 drugs obtained and supplied by them in the Controlled Drugs (CD) register. Schedule 2 stock CDs must be destroyed in the presence of an Authorised Witness (AW) and the destruction record in the CD register.

**In all cases the NHS Grampian's CDAO should be notified email to [gram.cdteam@nhs.scot](mailto:gram.cdteam@nhs.scot) or by telephone 01224 556601.**

### **Clearing up a spillage/breakage**

As with any spillage/breakage, firstly consider the potential health and safety consequences for your staff and patients. When dealing with the spillage/breakage, wear appropriate protective clothing, e.g. gloves and apron. Carefully clean up the spillage with paper towels, taking care to avoid direct contact with any broken glass. Place the soaked towels and glass in a blue lidded yellow bodied medicinal waste bin with an absorption product or use a large volume denaturing kit if available. (Community Pharmacies may use cat litter instead for large volume spillages/breakages). Do not retain the broken glass/spillage clearance material to be viewed by the NHS Board Authorised Witness (AW.)

### **Stock Methadone bottle damaged in transit to Community Pharmacy**

If you receive damaged stock, notify the supplier (e.g. AAH, Unichem) by telephone at the first opportunity. Annotate the picking list, delivery note or invoice to record that the item was received in a damaged condition before signing to acknowledge receipt. Clear up as detailed above. An entry must still be made in the Receipt section of the CD register, make a footnote in the CD register stating that the item was received damaged. Complete an incident form, and annotate entry with CDAO notified.

### **Stock Methadone bottle spilled or bottle broken by a member of staff in the Community Pharmacy**

Clear up as detailed above. Complete an Incident form for sending to CDAO and or company governance. Determine the volume of methadone spilled as accurately as possible and enter this quantity in the supplied column of the methadone register with statement "Methadone spillage/breakage"; ensure this is dated and signed by the person who spilt the methadone and a witness. Annotate with: "CDAO notified." This highlights to the CD Inspector and relevant others that the matter has been reported to the CDAO.

### **Methadone bottle/dispensed cupful broken or spilt during consumption by a patient and witnessed by pharmacy staff**

If the total quantity has been spilt before any consumption while the client is in the pharmacy, clear up as detailed above. This destruction should be witnessed by a second member of staff and recorded in the CD register. Depending on the volume of paper towels and glass and size of CD denaturing kit available it may be more appropriate to destroy in a blue lidded yellow bodied medicinal waste

container with cat litter to absorb the liquid. A new dose can be poured and the original dispensing recorded quantity recorded as a spillage. A new prescription is not required if the register is annotated with the incident details.

Note if the patient is outside the pharmacy and drops a supply and this is not witnessed a clinical decision with the prescriber will need to be made regarding a new prescription and the potential amount a patient may have consumed despite any evidence of a broken bottle/container.

**Areas using an electronic CD register system should follow the appropriate SOP on how to record a spillage/stock adjustment.**

**Note also:**

As with all incidents, pharmacies need to review their procedures and put actions in place to prevent re-occurrence where necessary.

*For any further advice, contact the Controlled Drug Team on email [gram.cdteam@nhs.scot](mailto:gram.cdteam@nhs.scot).*