**Dealing with spillages/breakages of oral liquid Controlled Drug (CDs) in Community Pharmacies**

The following guidance is intended to help you dealing with, recording and reporting instances of liquid CD breakage/ spillages. This information will apply primarily to methadone oral mixture/ solution but also to any CD 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 a Controlled Drugs (CD) register. Schedule 2 expired stock or no longer fit for use CDs must be destroyed in the presence of an Authorised Witness (AW) and the destruction recorded in the CD register.

**Clearing up a CD 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 lid pharmaceutical waste bin with an absorption product or use a large volume denaturing kit if available**.** (Community Pharmacies may use cat litter instead to absorb 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, Alliance) 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 CD incident form, and send to CDAO and your organisation governance team (if applicable).

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

Clear up as detailed above. 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. Complete CD incident form, and send to CDAO and your organisation governance team (if applicable).

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

For any further advice, and to notify the AO of CD Incidents contact the CD Team. email: **Clinical\_AO\_ControlledDrugReports\_AA@aapct.scot.nhs.uk**