

NHSGGC Controlled Drug Governance Team

MEMORANDUM



To: Community Pharmacies in NHS Greater Glasgow and Clyde

From: Controlled Drug Governance Team, NHSGGC

Date: 24th February 2023

Subject: Submission of Private Prescriptions for Controlled Drugs to NSS

Private Prescriptions for Schedule 2 and Schedule 3 Controlled Drugs (CDs) are issued on designated PPCD(1) forms in Scotland.

HDL(2006)27 issued instructions on the arrangements for prescribing of Schedule 2 and 3 CDs by private prescribers, this included the requirement for information on private prescriptions for CDs to be collected on a similar basis to that for NHS primary care prescriptions.

This led to the following:

- The private prescriber must issue all Schedule 2 and 3 CD prescriptions on PPCD (1) forms
- The pharmacist who dispenses the PPCD should submit the forms to NSS
- NHS Boards will be able to request retrieval of individual prescription forms

There is a **legal requirement** to submit all prescriptions for Schedule 2 and 3 CDs to Practitioner Services Division of National Services Scotland following completion of dispensing, including private prescriptions. The purpose of this is to enable the accurate monitoring and review of controlled drug prescribing by all prescribers, and to ensure that patients are managed safely.

NHSGGC monitoring processes have revealed a gap in the information relating to PPCD(1) forms. A failure to submit these prescriptions may be one of the reasons behind this.

Actions required:

- All original PPCD (1) forms should be submitted to NSS after completion of dispensing.
- A copy of the PPCD(1) form should be kept in the pharmacy
- PPCD (1) forms should be accompanied by a CD34 submission form
- All records should be maintained as appropriate in the pharmacy

Further information is available here:

HDL (2006)27: Safer Management of Controlled Drugs (CDs): Private CD Prescriptions and Changes to NHS Prescriptions https://www.scot.nhs.uk/sehd/mels/HDL2006_27.pdf

If further advice is required, please contact the NHSGGC Controlled Drug Governance Team at cdgovernance@ggc.scot.nhs.uk or on 0141 201 6033.