

Dealing with Spillages/breakages of Schedule 2 liquid Controlled Drugs

The following guidance will apply to Schedule 2 controlled drug liquid spillages.

All spillages and breakages must be reported to the NHS Lothian Controlled Drug Accountable Officer (CDAO).

What action to take when there is a spillage

A second member of staff must witness the clean-up of schedule 2 controlled drug liquid spillages

- Wear appropriate personal protective equipment e.g. gloves, apron, mask
- Clean up liquid with paper towels, taking care to avoid direct contact with broken glass
- Place the soaked paper towels directly into a blue lidded, yellow bodied medicinal waste bin. Ensure all excess liquid is absorbed.
- Transfer any excess liquid into a denaturing kit and activate as per instructions on the kit.

There is no requirement to retain the broken glass/spillage clearance material to be viewed by the Authorised Witness/Controlled Drug Inspection Officer.

How to record a spillage in a Controlled Drugs Register

In accordance with the Misuse of Drugs Regulations 2001, health care professionals are required to maintain records of Schedule 2 controlled drugs received and supplied in the controlled drugs register, including when Schedule 2 controlled drug stock is destroyed.

The entry must state the following:

- Date of destruction
- Quantity destroyed and state reason i.e. spillage or breakage
- Signed by authorised person and witness in whose presence the drug is destroyed. In the event of a spillage/breakage, the authorised person can be the healthcare professional involved in the spillage.

Scenarios for each location and action to be taken

Scenario	Action to be taken (after dealing with spillage)
<p>Damaged in transit from supplier, including:</p> <ul style="list-style-type: none"> - Wholesaler to pharmacy - Pharmacy to ward/department/GP 	<ul style="list-style-type: none"> • A second member of staff must witness the clear up of the spillage • Determine the volume of spillage as accurately as possible • Notify the supplier • Annotate the delivery note or invoice e.g. 1 x 500ml damaged • Record the receipt in the Controlled Drug register, including damaged stock. Make a footnote in the Controlled Drug register stating the item was damaged • Complete the relevant incident form* e.g. Datix, CP incident form, and forward to the Controlled Drug Governance Team ** • Make an entry in the Controlled Drug register as detailed above with a footnote: “CDAO notified” and record of the Datix number, where applicable (hospital/ward/prison/FME/LUCS only).
<p>Stock spillage/breakage or bottle broken by a member of staff, within:</p> <ul style="list-style-type: none"> - Hospital pharmacy - Hospital ward or dept - Community pharmacy - GP - Prison/Custody Suite - LUCS 	<ul style="list-style-type: none"> • A second member of staff must witness the clear up of the spillage • Determine the volume of the spillage as accurately as possible • Make an entry in the Controlled Drug register as detailed above i.e. enter quantity of the spillage/breakage in the supplied column and endorse the entry as spillage/breakage. This should be dated and signed by two members of staff i.e. witness and staff member involved in the spillage/breakage. • Complete the relevant incident form* e.g. Datix, CP incident form, and forward to the Controlled Drug Governance Team ** • Endorse the entry in the Controlled Drug register with a footnote: “CDAO notified” and record the Datix number, where applicable. Add the CDAO log number when provided by CDGT.

Scenario	Action to be taken (after dealing with spillage)
<p>Patient’s own stock spillage/breakage, within:</p> <ul style="list-style-type: none"> - Custody Suite - Hospital ward or dept 	<ul style="list-style-type: none"> • A second member of staff must witness the clear up of the spillage • Determine the volume of the spillage as accurately as possible • Make an entry in the Patient’s Own Controlled Drug Record Book/Controlled Drug Register i.e. enter the quantity of spillage in the supplied column and endorse the entry as spillage/breakage. This should be dated and signed by two members of staff i.e. witness and staff member involved in the spillage/breakage. • Complete the relevant incident form* and forward to the Controlled Drug Governance team ** • Endorse the entry in the record book/register with a footnote: “CDAO notified” and record the Datix number, where applicable.
<p>Methadone spillage or breakage during consumption by a patient within:</p> <ul style="list-style-type: none"> - Community Pharmacy - Hospital ward or dept - Prison 	<ul style="list-style-type: none"> • A second member of staff must witness the clear up of the spillage • Determine the volume of the spillage as accurately as possible • Make an entry in the relevant register: <ul style="list-style-type: none"> ➤ Community Pharmacy – Patient Return Register ➤ Hospital Ward/Department and Prison – Controlled Drug Register. <p>Enter the quantity of the spillage in the supplied column and endorse the entry as spillage/breakage. This should be dated and signed by two members of staff i.e. witness and staff member involved in the spillage/breakage.</p> <ul style="list-style-type: none"> • Complete the relevant incident form* and forward to the Controlled Drug Governance Team ** • Endorse the entry in the register with a footnote: “CDAO notified” and record the Datix number, where applicable. • If a spillage or breakage occurs after medication has been passed to a patient, a new prescription will need to be sourced from the prescriber for a further legal supply to be made. • If a spillage or breakage occurs as a result of a fault by pharmacy staff a new supply can be made from the original prescription.

* Hospital/Ward/Prison/FME/LUCS – Datix * Community Pharmacy – Controlled Drug Incident Form

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

For any further advice, contact the Controlled Drug Governance Team: ControlledDrugGovernance@nhslothian.scot.nhs.uk