

## **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 Drug 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 Drug 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 should be the healthcare professional involved in the spillage.

As with all incidents, the existing procedures and processes should be reviewed and actions put in place to prevent re-occurrence, where necessary.

*For any further advice, contact the Controlled Drug Governance Team:*

[Loth.ControlledDrugGovernance@nhs.scot](mailto:Loth.ControlledDrugGovernance@nhs.scot)

**Scenarios for each location and action to be taken**

Scenario	Action to be taken (after dealing with spillage)
<p><b>Damaged in transit from supplier, including:</b></p> <ul style="list-style-type: none"> <li>- Wholesaler to pharmacy</li> <li>- Pharmacy to ward/department/GP/ Prison/Custody Suite</li> </ul>	<ul style="list-style-type: none"> <li>• A second member of staff must witness the clear up of the spillage.</li> <li>• Determine the volume of spillage as accurately as possible.</li> <li>• Notify the supplier.</li> <li>• Annotate the delivery note or invoice e.g., 1 x 500ml damaged.</li> <li>• Record the receipt in the Controlled Drug Register, including damaged stock. Make a footnote in the Controlled Drug Register stating the item was damaged.</li> <li>• Complete the relevant incident form: <ul style="list-style-type: none"> <li>○ Hospital Ward or Dept/Prison/Custody Suite/LUCS/GP - complete a Datix report.</li> <li>○ Community Pharmacies – complete a Controlled Drug incident form and forward to the Controlled Drug Governance Team (Loth.ControlledDrugGovernance@nhs.scot)</li> </ul> </li> <li>• Endorse the 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/custody suite/LUCS only).</li> </ul>
<p><b>Stock spillage/breakage or bottle broken by a member of staff, within:</b></p> <ul style="list-style-type: none"> <li>- Hospital ward or department (inc. pharmacy)</li> <li>- Community pharmacy</li> <li>- GP</li> <li>- Prison/Custody Suite</li> <li>- LUCS</li> </ul>	<ul style="list-style-type: none"> <li>• A second member of staff must witness the clear up of the spillage.</li> <li>• Determine the volume of the spillage as accurately as possible.</li> <li>• 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.</li> <li>• Complete the relevant incident form: <ul style="list-style-type: none"> <li>○ Hospital Ward or Department/Prison/Custody Suite/LUCS/GP - complete a Datix report.</li> <li>○ Community Pharmacies – complete a Controlled Drug incident form and forward to the Controlled Drug Governance Team (Loth.ControlledDrugGovernance@nhs.scot)</li> </ul> </li> <li>• Endorse the entry in the Controlled Drug Register with a footnote: <ul style="list-style-type: none"> <li>○ Hospital Ward or Department/Prison/Custody Suite/LUCS/GP – record the Datix number.</li> <li>○ Community Pharmacies – CDAO notified.</li> </ul> </li> </ul>

Scenario	Action to be taken (after dealing with spillage)
<p><b>Patient's own stock spillage/breakage, within:</b></p> <ul style="list-style-type: none"> <li>- Custody Suite</li> <li>- Hospital ward or department (inc. pharmacy)</li> </ul>	<ul style="list-style-type: none"> <li>• A second member of staff must witness the clear up of the spillage.</li> <li>• Determine the volume of the spillage as accurately as possible.</li> <li>• 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.</li> <li>• Complete a Datix report.</li> <li>• Endorse the entry in the Controlled Drug Register with the Datix number.</li> </ul>
<p><b>Methadone spillage or breakage during consumption by a patient within:</b></p> <ul style="list-style-type: none"> <li>- Community Pharmacy</li> <li>- Hospital ward or department (inc. pharmacy)</li> <li>- Prison</li> <li>- Custody Suite</li> </ul>	<ul style="list-style-type: none"> <li>• A second member of staff must witness the clear up of the spillage.</li> <li>• Determine the volume of the spillage as accurately as possible.</li> <li>• Make an entry in the relevant Controlled Drug Register: <ul style="list-style-type: none"> <li>➢ Community Pharmacy – Patient Return Register</li> <li>➢ Hospital Ward or Department, Custody Suite, and Prison – Controlled Drug Register (Ward/Department Controlled Drug Stock Register or Patients' Own Controlled Drug Record Book).</li> </ul> </li> </ul> <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"> <li>• Complete the relevant incident form: <ul style="list-style-type: none"> <li>○ Hospital Ward or Department/Prison/Custody Suite/LUCS/GP - complete a Datix report.</li> <li>○ Community Pharmacies – complete a Controlled Drug incident form and forward to the Controlled Drug Governance Team (Loth.ControlledDrugGovernance@nhs.scot)</li> </ul> </li> <li>• Endorse the entry in the Controlled Drug Register with a footnote: <ul style="list-style-type: none"> <li>○ Hospital Ward or Department/Prison/Custody Suite/LUCS/GP – record the Datix number.</li> <li>○ Community Pharmacies – CDAO notified.</li> </ul> </li> <li>• <b>If a spillage or breakage occurs after medication has been supplied to a patient or representative, legally a new prescription is required to be requested from the prescriber to support a further supply.</b></li> <li>• <b>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. The loss must be reported within the Controlled Drug Register and reported to the CDAO, as detailed above</b></li> </ul>

