

Standard Operating Procedure 010

STORAGE OF CONTROLLED DRUGS

The Misuse of Drugs Act (MDA) 1971 and subsequent Regulations laid down the rules for safe custody of Controlled Drugs (CDs). Schedule 2 and Schedule 3 CDs, must be stored according to safe custody requirements. In addition SAVES treats Ketamine as a drug to which the same storage standards should apply

Storage of CDS in a 'doctor's bag'

- All CD's in the SAVES doctor's possession should be kept in a locked bag.
- Keys to the Drug bag must be kept separately at all times. A combination lock is recommended as it negates the need for keys.
- The bag should be designed for the storage of drugs.
- If the drug's bag is left unattended at any time in a car, the bag must be locked, kept out of sight and the car also locked (the car alarm activated)
- A CD register for the CD stock held in the doctor's bag must be kept. (See SAVES SOP 011: "Controlled Drug Requisition and Record Keeping")
- The stock in the doctors' bag should be kept to the minimum required for day-to-day practice.
- Ensure that stock is in date and checked regularly
- Keep only one strength of each CD in the doctor's bag in order to minimise the risk of error, confusion and inappropriate administration (See SAVES SOP 009: "Carriage of Drugs Available in Multiple Strength Preparations)
- Review required stock levels on an annual basis
- If the CD Bag is removed from the vehicle, in the interests of security it should be kept in a safe place, ideally a locked cupboard within a locked house
- Any out of date, or otherwise unusable CD's should be segregated and kept in a separate, locked container in a secure place, awaiting destruction by an authorised person.

All reasonable precautions should be taken by the Individual SAVES member to maintain security of CD Bags.