

# Reporting controlled drugs incidents and concerns in Lancashire and South Cumbria

## Why?

All organisations involved in the prescribing, supply, administration or disposal of controlled drugs (CDs) must meet the requirements of [The Misuse of Drugs Regulations](#).

The [Controlled Drugs \(Supervision of management and use\) Regulations 2013](#) say that all incidents or concerns involving the safe use and management of CDs must be reported to the Controlled Drugs Accountable Officer (CDAO).

## What you must do

All Controlled Drugs incidents or concerns in Lancashire and South Cumbria must be notified to the CDAO via the online reporting tool at [cdreporting.co.uk](http://cdreporting.co.uk). If you've not used the tool before you'll have to register first.

Here are some types of incidents or concerns we need you to report

- Fraudulent or forged prescriptions
- Lost or stolen CD prescription forms or CD medicines
- Controlled drug register or balance discrepancies
- Prescribing errors involving CDs
- Dispensing errors involving CDs
- Administration errors involving CDs
- Criminality involving CDs
- Spillages of CDs

When you fill in an incident report, send it as soon as you can and give us as much detail as possible. We need to understand what happened and what processes you've put in place to prevent something similar happening again. If you think of something extra to tell us after you've made an incident report, email us and we'll add it. Please don't put any patient identifiable information in your report.

You may want to print out a copy of the incident for your own records – do this before you press **submit** as you won't be able to do so afterwards.

## What we do

When you report a CD incident to us we review it and may need to ask you some more questions. This is because the CDAO has a legal duty to

- decide whether CD incidents require further investigation
- undertake or arrange for an investigation to be carried out, and / or take appropriate action

Sometimes we need to work with other bodies like the Police, the Care Quality Commission (CQC), NHS Protect and Regulatory Bodies when we are investigating CD incidents or concerns. We'll always tell you if there's any more information we need.

When we close an incident we'll email to tell you.

## Get in touch

If you need help or advice on anything relating to the prescribing, supply, administration or disposal of controlled drugs get in touch with us.

<b>Report a controlled drug incident at <a href="http://cdreporting.co.uk">cdreporting.co.uk</a></b> Our secure email address: <b>england.lancscontrolleddrugs@nhs.net</b>		
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