

Reference Number: NW

North West Region Controlled Drugs Alert

Please note the content of alerts is “CONFIDENTIAL or SENSITIVE” and should only be shared with relevant individuals within your organisation
NOT PROTECTIVELY MARKED

Please ensure that any CD and CD related incidents are reported on www.cdreporting.co.uk

N.B. If you have not used the CD Reporting Tool before you will need to register first

ALERT DETAILS

Type of Alert: (please state) e.g. Lost Prescription / Individual of Concern	
Detail of Alert / Date: Describe what happened	
Patient Details: (if applicable)	
Name:	
Address:	
Date of Birth:	
NHS Number:	
Patient description: Height/Build/Hair Colour/Facial Features/Manner/Accent/Dress:	
Drug(s) information:	
Name:	
Dose:	
Quantity:	
Prescription Number(s):	
Action to be taken if patient presents: i.e. retain any evidence prescription / CCTV	
Contact Name and Details in case of queries: i.e. your/organisation details / Police details	
<i>FOR COMPLETION BY CD TEAM</i> Expiry / Review Date of alert:	
<i>FOR CD TEAM USE</i> Date Alert Sent / Incident No:	
Cascade to: (please tick)	
GP Practices	<input type="checkbox"/> A&E
Pharmacies	<input type="checkbox"/> Ambulance
Dentists	<input type="checkbox"/> Drug and Alcohol Services
Optometrists	<input type="checkbox"/> Other
Out of Hours	<input type="checkbox"/>

Please return the completed form to: England.nwcdreporting@nhs.net



N.B. Alerts about Individuals of Concern

If you have any questions regarding this advice about the use and dissemination of alerts, please contact your organisation's Data Protection Officer.

1. Do not show the alert to patient (either in full or in part): the alert may contain other confidential, sensitive or restricted information.

GDPR requires that names and contacts of persons other than the patient, which may be included in the alert, **must not be shared with the patient** and the easiest way of doing this is by **not sharing the actual alert document with them or copying the whole alert into their notes.**

2. Share and discuss the main content in the alert if it helps to explain your decision-making. This alert aims to:

- Guide clinicians' discussions with the patient prior to prescribing and treating.
- Encourage clinicians to speak with colleagues in different settings (e.g. substance misuse services, GP and pharmacies) for a joined-up approach in keeping the patient and public safe.
- Provide you with contacts (e.g. at NHS England, NHS Counter Fraud Authority, Police etc) if you have further specific questions or need support.

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