



Remember to report Controlled Drugs Incidents to your CDAO



If you experience an issue/concern relating to the prescribing, dispensing, storage or administration of controlled drugs—**REPORT THESE INCIDENTS TO YOUR CDAO.**

Examples of incidents may include:

- Dispensing errors
- Prescription / prescriber errors
- Wrong dosage prescribed
- Medication label error
- Concerns about misappropriation of CDs by a health care professional / member of the public
- Record keeping errors or omissions
- Theft or significant spillages of CDs
- Fraudulent attempts to obtain CDs
- CD storage issues
- Incorrect formulation
- Stock balance discrepancies
- Controlled drug administered incorrectly

Incidents and concerns should be logged using the on-line reporting website: www.cdreporting.co.uk

You will be asked to provide details of the incident and actions taken, such as:

- What immediate action was taken?
- Was the patient contacted?
- Were there any adverse effects to the patient, what action was taken if so?
- Was the prescriber informed?
- Who has been informed/notified of the incident?
- What measures have been put in place to prevent recurrence of this incident?
- What have you learned from the incident?
- Have you shared learning with your team?

REMEMBER: The CDAO for Lincolnshire, Leicester, Leicestershire, Rutland, and Northamptonshire is:

Bhavisha Pattani



Requests for an authorised witness for destruction of out of date CDs, should also be made on-line: www.cdreporting.co.uk

If you have any queries, please contact the NHSE & NHS Midlands (Central) CD Team:

England.centralmidlands-cd@nhs.net

Tel. 0773 038 1109 /0773 038 1119