



**Royal
Pharmaceutical
Society**
of Great Britain

Law and Ethics Bulletin

Changes to the arrangements for dealing with Controlled Drug requisitions – Part II

This Law and Ethics Bulletin forms the second and final part of a series. This bulletin gives information on the submission processes in place for Schedule 1, 2 or 3 Controlled Drug requisitions. A previous bulletin (Part I), published on 15 December 2007 (p697), covered the handling of requisitions in community pharmacy against which supplies of Controlled Drugs for human use are made. (NB — prescribers cannot normally obtain and prescribe Schedule 1 Controlled Drugs without the authority of a Home Office licence.)

These changes came into force on 1 January 2008, and apply to England, Scotland and Wales.

Dedicated standardised requisition forms have been introduced in England, (FP10CDF), Scotland (CDRF) and Wales (WP10CDF) for the ordering of Schedule 1, 2 and 3 Controlled Drugs. Although it is not a legal requirement to do so, persons who wish to obtain stocks of these Controlled Drugs from a community pharmacy should use the respective standardised requisition form. The Department of Health, the Scottish Executive and the Department of Health and Social Services Wales (DHSSW) expect persons ordering Controlled Drugs from community pharmacies to use these forms routinely.

Once the requisition of a Schedule 1, 2 or 3 Controlled Drug has been duly marked by the pharmacist (with the pharmacy stamp containing the pharmacy's name and address), and supplied against, the pharmacist should make a copy of the requisition. The copy must be preserved and retained by the pharmacist for two years from the date of supply.

The original requisition form should then be sent to the relevant NHS agency. This is the Prescription Pricing Division (PPD) in England, the NHS National Services Scotland (NSS) in Scotland, and Health Solutions Wales (HSW) in Wales. The relevant NHS agency will retain the original requisition for two years from the date of submission.

16th January 2008

In exceptional circumstances, where a form other than the standardised requisition is used, there is still a legal requirement to submit the original requisition to the relevant NHS agency, and to retain a copy.

Although it is not a legal requirement to provide a requisition where one community pharmacy supplies another community pharmacy, both the Society and the Department of Health or the Scottish Executive or the DHSSW, advise that, as a matter of good practice, a written requisition should be obtained. This type of requisition should also be submitted to the relevant NHS agency for processing.

England

Original requisition forms should be sent to the PPD by the fifth day of the following month, using the code used to submit private Controlled Drug prescriptions, ie, the F code, along with the submission document FP34PCD. The requisitions should be separated from the NHS prescription forms and from the private Controlled Drug prescription forms. Suppliers who need to submit requisitions but do not already have a private Controlled Drug prescription F code must contact their local primary care trust (or its agency). The necessary arrangements will then be made with the PPD.

For further information on submission procedures see the following websites:

www.ppa.org.uk
www.epact.ppa.nhs.uk .

Scotland

Original requisitions should be submitted to the NSS by the fifth day of the following month, along with the submission document CD34, copies of which can be obtained from Practitioner Services, 3 Bain Square, Kirkton Campus, Livingston EH54 7DQ (tel 01506 705100; fax 01506 705191).

A specific form for use by one community pharmacy to obtain stock from another community pharmacy has been developed in Scotland and should be used for this purpose. Currently, these forms are available from Practitioner Services (details as above).

For further information on obtaining the requisition forms and submission procedures see the following websites:

www.nhsnss.org
www.scotland.gov.uk .

Wales

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The original requisitions should be submitted along with the NHS prescriptions and private Controlled Drug prescriptions in the usual manner using the updated submission document WP34. The requisitions should be separated from the NHS prescription forms and from the private Controlled Drug prescription forms.

For further information on submission procedures see the following websites:

www.hsw.wales.nhs.uk

www.wales.nhs.uk .