

Completing a Controlled Drugs Register

Drug name, strength and dose form should be recorded at the top of the page

Drug Name: Methylphenidate Brand: Concerta XL Strength: 18mg Form: MTR Tablets

Stock/Patient Name: Joe Bloggs

Transferred from Page:

		Received		Administered/supplied		Disposal	Signatures		Balance
Date	Time	Supplier (name & address)	Qty	Patient name	Qty	Qty	Nurse	Witness	CF:
18 /05 /25	14 : 30	Speeds Healthcare, CH4 9QT	30				A Pond	R Tyler	30
19 /05 /25	09 : 00			Joe Bloggs	1		W Smith	T Baker	29
19 /05 /25	09 : 30			Stock Check			W Smith	T Baker	29
20 /05 /25	09 : 00			Joe Bloggs	1		A Pond	R Tyler	27 *
20 /05 /25	09 : 05			Stock Check			A Pond	R Tyler	28
21 /05 /25	09 : 00			Joe Bloggs	1		A Pond	R Tyler	27
21 /05 /25	09 : 30					27	T Baker	W Smith	0
/ /	:								
/ /	:								
Notes: *Should read 28. A Pond 20/05/25							Transferred to Page:		

For deliveries: Date supply received, name and address of supplier and quantity received

Running balance of stock should be maintained. CF = balance carried forward

Stock checks should be completed and recorded on a regular basis

For administration: Date and time of administration, name of patient, quantity administered, person administering and witness

When **moving entries to a new page** complete the "transferred from" and "transferred to" sections

Where **errors** are made, mark the entry with an asterisk and a signed and dated note made in the margin or at the bottom of the page

Disposal should be recorded in the CD register and the disposal book

- Register should have separate page for each strength and form of individual medicines
- Entries should be made in chronological order
- Entries should be made in ink
- There should be no cancellations or alterations
- Utilise the index at the front to document the page number each medicine is recorded on