

Name address & telephone of Pharmacy / practice

CHECKLIST TO PREPARE FOR AUTHORISED WITNESSED DESTRUCTION OF SCHEDULE 2 CONTROLLED DRUGS (Form 1)

Forms 1 & 2 must be completed by pharmacy / practice and returned to NHS England (London) **prior** to making an appointment for destruction.

Please note a Pharmacist / GP / Nurse will be required to carry out the actual destruction.

The preparation outlined below will help to minimise the time taken for the process and limit any disruption to the pharmacy / practice.

Confirmation of registration for T28 Exemption

Name and role of person confirming the registration:

.....

Name and address of premises:

.....

I confirm the above mentioned premises have been registered with the Environment Agency for **Sorting and denaturing of Controlled Drugs T28 Exemption.**

Signature Date.....

(The registration can be completed on-line on the Environment Agency's website.
www.environment-agency.gov.uk/business/topics/permitting/116338.aspx)

Name, address & telephone of pharmacy / practice

PREPARATION	YES	NO	ACTIONED
Do you have a destruction kit appropriate to the volume of CDs to be destroyed?			
<p>If no, order the appropriate kit. Delivery can take up to 28 days, so order ASAP. 250ml, 1L & 2L volume kits are available from : NPA ☎ 01727 858687 ext 3469 Denward Manufacturing Ltd ☎ 01245 492986 Cliniserve ☎ 01243 782288 (Your current waste management service may also provide kits)</p>			
Ensure you are familiar with the Royal Pharmaceutical Society Medicines, Ethics & Practice methods of denaturing CDs. (Appendix 1)			
<p>Ensure all items listed for destruction in Form 2 are date expired stock of Sch. 2 Controlled Drugs NHS England (London) will not witness the destruction of any Sch.3 Controlled Drugs or any patient returns. It is recommended that GPs/ pharmacists have the destruction of these witnessed (preferably by a registered healthcare professional) and make a record. Destruction should be carried out in accordance with current waste regulations. All Sch. 2, 3 & 4(part1) CDs can be placed into waste containers only after the CD has been rendered irretrievable (i.e. by denaturing)</p>			
<p>Ensure all items are date expired, unwanted or unusable stock. Check all blisters, ampoules etc. Do not assume that a box contains the same batch.</p>			
List the items on the form attached (Form 2)			
If you operate running balances, reconcile your register with a physical count to ensure that there are no discrepancies.			
If you operate running balances, did your opening balance include the items awaiting destruction?			
If no , ensure you have the previous CD register available.			

When Form 1 & 2 have been completed, please email back to the CD Pharmacist at england.londoncdaccountableoffice@nhs.net



England

Please note the destruction visit will be cancelled if there are inadequate destruction kits or the controlled drugs registers are not in order

CD DESTRUCTION LOG (Form 2)

Action	Completed by
Complete Columns 1-4 prior to booking an appointment	Pharmacy / practice
Complete columns 5 during the visit	Pharmacist / CD Leads
Complete columns 6 & 7 during the visit	NHS England (London) Authorised Witness
File a copy of the completed CD destruction log after the visit	Pharmacy/ practice and NHS England (London)

	Name of CD	Strength & Form	Qty	Expiry date (Where appropriate)	Destruction by (Pharmacist/ GP/Nurse signature) 5	Witnessed by (signature) 6	Date of destruction entered in CD register 7
	1	2	3	4			
	<i>example</i> MST	<i>example</i> 60mg tabs	<i>example</i> 56	<i>example</i> 18/2/05	<i>example</i> pharmacist	<i>example</i> witness	<i>example</i> 8/2/07
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Witnessed by	Destruction carried out by
<p>Name (<i>Print</i>):.....</p> <p>Title:</p> <p>Signature..... Date:</p> <p>NHS England (London) Medical Directorate Southside, 4th Floor 105 Victoria Street London SW1E 6QT</p>	<p>Name (<i>Print</i>):.....</p> <p>Title:</p> <p>Signature..... Date:</p> <p>Pharmacy / practice Stamp</p>

Royal Pharmaceutical Society, Medicines, Ethics & Practice methods of denaturing controlled drugs (Appendix 1)

All medicines should be disposed of in a safe and appropriate manner. Medicines should be disposed of in appropriate waste containers that are then sent for incineration. They should not be disposed of into the sewerage system. Table specifies how controlled drugs should be destroyed – according to their type of formulation.

Dosage Form	Method of denaturing
<p>Tablets and capsules</p>	<p>Remove from outer packaging and, wearing gloves, remove from blister packaging and place into a CD denaturing kit (a commercial product designed to render controlled drugs irretrievable). Best practice would be to grind* or crush* the solid dosage formulation before adding to the CD denaturing kit to ensure that whole tablets or capsules are irretrievable An alternative method of denaturing is to crush or grind the solid dose formulation and place it into a small amount of hot, soapy water – stirring sufficiently to ensure the drug has been dissolved or dispersed. The resulting mixture, once cool, can then be added to an empty waste disposal container supplied by the waste contractor</p>
<p>Liquid dose formulations</p>	<p>Pour from container into a CD denaturing kit, which should then be placed into a pharmaceutical waste container Alternatively, pour onto an appropriate amount of cat litter (or similar product), taking into account Health and Safety Regulations so that the person destroying the drug and the environment are safeguarded from harm and pollution The cat litter (or similar product) should be disposed of by incineration via the usual waste disposal methods for medicines</p>

Ampoules	<p>Wearing suitable protective gloves, ampoules containing liquid should be opened and the contents emptied into a CD denaturing kit or disposed of in the same manner as the disposal of liquid dose formulations above. The ampoule can then be disposed of in the sharps bin.</p> <p>Wearing suitable protective gloves, ampoules containing powder can be opened and then have water added to dissolve the powder inside. The resulting mixture can then be poured into the CD denaturing kit. The ampoule can be disposed of in the sharps bin.</p> <p>An alternative, but less preferable, disposal method is to crush the ampoules with a pestle inside an empty plastic container. Once broken, a small quantity of hot, soapy water (for powder ampoules) or cat litter (for liquid ampoules) is added. If these methods are used, care should be taken to ensure that the glass does not harm the person destroying the drug. The resulting liquid mixture should then be disposed of in a CD denaturing kit or in the bin that is used to dispose of liquid medicines.</p>
Fentanyl or buprenorphine patches	<p>The active ingredient in the patches can be rendered irretrievable by removing the backing and folding the patch over on itself and then placing it in a waste disposal bin or, preferably, a CD denaturing kit. Gloves must be worn by the person destroying the patch.</p>
Aerosol formulations	<p>Aerosol formulations should be expelled into water (to prevent droplets of drug entering the air). As a further precaution, a facemask should be worn by staff undertaking the activity. Also, it should be carried out in well ventilated area. The resulting solution can then be disposed of in accordance with the above guidance on destroying liquid formulations.</p>

**If grinding or crushing of tablets or capsules takes place, steps must be taken to ensure that particles of drug dust are not released into the air – or that this is minimised. The use of a small amount of water while grinding or crushing may assist. It may also be necessary for the person involved in the grinding or crushing to wear a suitable face mask for protection, suitable gloves and ensure that the area is well ventilated.*