

TMBU retrieval team Transport of controlled drugs (CD) Policy 2018 version 1.1

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Author David Annandale, TMBU team

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Appendix 1 TMBU CD transport box filling record sheet

1. Definitions

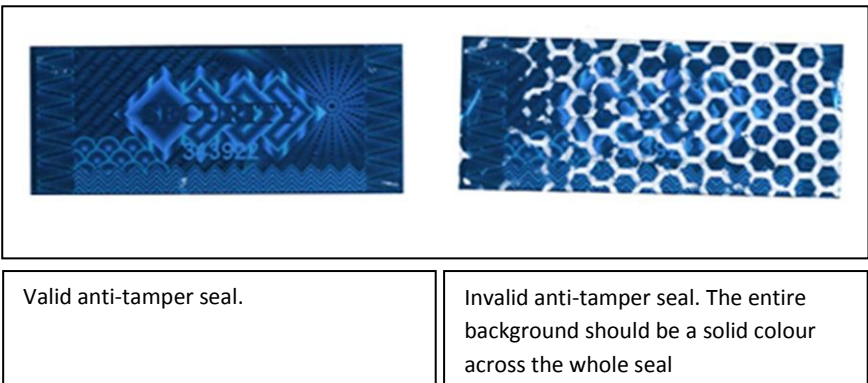
1.1. CD register for Transport boxes

- A standard CD register with the words “CD register for TMBU transport boxes” written on it –
- It is a dedicated register for the TMBU CD transport boxes.
- It will be used to record the signing out and in of TMBU CD transport boxes and the administration of the CD drugs within the boxes.
- Daily stock balance checks are required.
- It should not be removed from the RSCH site.

1.2. TMBU CD transport box and Seal

- TMBU CD transport box is a 12x7x3cm plastic foam filled box.
- There will be three numbered TMBU CD transport boxes in use.
- Each TMBU CD transport box will be individually numbered and sealed with a holographic anti-tamper seal.
- If the seal is peeled off there will be evidence of this as shown below. Any suspected tampering should be reported immediately.
- The box will be sealed in a plastic bag.
- The TMBU CD transport box will contain:

- 1 x Morphine Sulphate 1mg/1ml Injection**
- 1 x Morphine Sulphate 10 mg/1ml injection**
- 2 x Phenobarbital 30 mg/1ml injection**
- 2 x Midazolam 5 mg/5 ml injection**
- 1 x Fentanyl injection 100 micrograms/2ml injection**
- 3 x Midazolam 10mg/2 ml injection**



1.3. Responsible person (drug holder)

- MUST keep the TMBU CD transport box in their possession at all times. The box is small enough to be kept in a pocket and will protect the drugs from breakages
- MUST sign the “given by” column in the CD register for TMBU transport boxes when booking out the TMBU CD transport box.
- They must be a healthcare professional employed by the Trust.
- They are responsible for the safety of the TMBU transport box and its contents.
- They must either document the use or the return of unused drugs in the CD register for TMBU Transport boxes.

1.4. Witness

- They must sign the “witness” column in the CD register for TMBU Transport boxes.
- Must be a registered healthcare professional employed by the Trust
- They do not need to be a member of the transport team to be part of the signing in or out process.
- If they are acting as a witness for documentation of administration in the CD register for TMBU transport boxes, they must have seen the administration.

2. Ward Processes

2.1. Stock checks

- Must be completed daily in line with Trust policy.
- Must check the holographic seal for evidence of tampering, and that the code number is the same as what is documented at the top of the CD register page.
- When a box is due to expire within one month, see section 3 - Replenishment of TMBU CD transport box for further details

2.2. Possible breakages inside TMBU CD transport box

- The box seal should not be broken if there are any concerns of breakages.
- Attach a note to the box and contact Women and Children's pharmacy team for further instructions.

2.3. Taking drugs out on transport (sign out)

- The responsible person will check the TMBU transport box for evidence of tampering.
- On the corresponding page in the CD register for TMBU transport boxes they will indicate that the box has been signed out and adjust the stock balance.
- The witness will also check the TMBU transport box for evidence of tampering.
- They will then sign and complete the corresponding columns in the CD register for TMBU transport boxes.
- The responsible person will take the box off site.

Date	Time	Patients name	Amount given	Given by Signature	Given by name	Witnessed by signature	Witnessed by name	Stock balance
1/1/2018	22:00	Transport team	OUT	Responsible person A	Responsible person A	Witness B	Witness B	0

Example of entry in the CD register for TMBU transport boxes.

2.4. Returning TMBU CD transport box back from transport (sign in)

- The responsible person (Same as sign out person) and witness (can be different from sign out person) will then sign and complete the corresponding columns in the CD register for transport boxes.
- Both will check for evidence of tampering.
- The box will be returned to the CD cupboard.

Date	Time	Patients name	Amount given	Given by Signature	Given by name	Witnessed by signature	Witnessed by name	Stock balance
2/1/2018	04:00	Transport team	Return	Responsible person A	Responsible person A	Witness C	Witness C	1

Example of entry in the CD register for TMBU transport boxes.

2.5. Seal on the TMBU CD transport box has been broken

2.5.1. Seal on the TMBU CD transport box has been broken and drugs administered

- The administration of drugs must be documented on the corresponding page in the CD register for TMBU transport boxes.
- The responsible person will document on the next available line "SEAL BROKEN and the date"
- The name and strength of the drug used should be documented as a title on the line below.
- The line below that should then be used to document the drug use. The witness must have seen the administration
- This method should be repeated for each drug or strength of drug used.
- The final line should state " All unused medications transferred into TMBU CD stock, Ward CD register updated"
- The responsible person will then transfer and document the transfer of unused CD drugs into the TMBU ward CD register. This must be witnessed.
- The stock will then be part of TMBU ward stock.

Date	Time	Patients name	Amount given	Given by Signature	Given by name	Witnessed by signature	Witnessed by name	Stock balance
5/1/2018	10:00	Transport team	1	Responsible person A	Responsible person A	Witness B	Witness B	0
SEAL BROKEN 5/1/18								
Morphine Sulphate 1mg/1ml Injection								
5/1/2018	13:00	Transport team	1mg	Responsible person A	Responsible person A	Witness B	Witness B	1
5/1/2018	ALL unused medication transferred into TMBU CD STOCK. Ward CD register updated			Responsible person A	Responsible person A	Witness B	Witness B	0

Example of entry in the CD register for TMBU transport boxes.

2.5.2. Seal on TMBU CD transport box was broken but no drugs administered

- If the seal has been broken without drugs administered, this must be documented on the corresponding page of the CD register for TMBU transport boxes.
- The responsible person will document on the next available line “SEAL BROKEN and the date, no medication used”
- The final line should state “all unused medication transferred into TMBU stock, ward CD register updated”
- The responsible person will then transfer and document the transfer of unused CD drugs into the TMBU ward CD register. This must be witnessed.
- The stock will then be part of TMBU ward stock.

Date	Time	Patients name	Amount given	Given by Signature	Given by name	Witnessed by signature	Witnessed by name	Stock balance
5/1/2018	10:00	Transport team	1	Responsible person A	Responsible person A	Witness B	Witness B	0
SEAL BROKEN 5/1/18 No medication used								
5/1/2018	ALL unused medication transferred into TMBU CD STOCK. Ward CD register updated			Responsible person A	Responsible person A	Witness B	Witness B	0

Example of entry in the CD register for TMBU transport boxes.

3. Replenishment of TMBU CD transport box

3.1. Due to seal being broken

- Unused drugs should be transferred into the ward stock CD register as per section 2.5.
- The empty TMBU CD transport box is to be taken to pharmacy with a completed CD order book. The page should be completed with “refill TMBU CD transport box NO. X as per guideline”
- This should be done only during normal Monday to Friday working hours. It may take more than 24 hours to replace a TMBU CD transport box.
- Pharmacy will refill the TMBU CD transport box and send it back to TMBU.

3.2. Due to medicine going to expire

- It is expected that a month before the boxes go out of date that the seal is broken and all the medication is transferred to the ward stock CD register as per section 2.5.
- The empty TMBU CD transport box is then taken to pharmacy with a completed CD order book. The page should be completed with “refill TMBU CD transport box NO. X as per guideline”
- This should be done only during normal Monday to Friday working. It may take more than 24 hours to replace a TMBU CD transport box.
- Pharmacy will refill the TMBU CD transport box and send back to TMBU.
- This process should be undertaken one box at a time so that there are always two boxes on the ward.

3.3. Recording a delivered TMBU CD transport box into the CD register for TMBU transport boxes

- Use a new page in the CD register for TMBU transport boxes.
- In the name, form of preparation and strength section at the top of the page write “TMBU CD TRANSPORT BOX no. X. The number on the anti-tamper seal should also be recorded.
- The delivery of the TMBU CD transport box should then be recorded in line with Trust policy.

4. Pharmacy processes

4.1. Refilling TMBU CD transport box and Seal

- During normal Monday to Friday working hours any empty TMBU CD transport box should go to pharmacy with a CD order book. The page in the CD order book should state “refill TMBU CD transport box NO. X as per guideline”.
- As it may take more than 24 hours to replace a TMBU CD transport box, TMBU have three boxes in circulation which should avoid the need for a same day turnaround.
- Use Appendix 1 to fill the TMBU CD transport box recording its supply in line with Trust policy. All supplies must be recorded in pharmacy CD stock registers and booked off JAC. Patient name is TMBU CD transport box NO. X
- The TMBU CD transport box will contain:
 - 1 x Morphine Sulphate 1mg/1ml Injection
 - 1 x Morphine Sulphate 10 mg/1ml injection
 - 2 x Phenobarbital 30 mg/1ml injection
 - 2 x Midazolam 5 mg/5 ml injection
 - 1 x Fentanyl injection 100 micrograms/2ml injection
 - 3 x Midazolam 10mg/2 ml injection
- Once the drugs are added, an anti-tamper seal should be placed over the join of the box on the longest side in the middle. These are stored in the Pharmacy TMBU transport filling box in the CD room.
- An anti-tamper seal can only be placed onto the box once. If an error occurs use a new anti-tamper seal.
- An expiry date sticker should be placed on the back of the box.
- The box should be sealed in a plastic bag using aseptic bagging equipment for chemotherapy. (Please ask trained member of the aseptic team.)
- Then prepare for delivery to TMBU as per Trust policy in a sealed blue pharmacy bag and CD delivery book.
- The work sheet must be filed in Pharmacy TMBU transport filling box once completed (located in CD room).

Appendix 1 BRIGHTON AND SUSSEX HOSPITALS NHS TRUST TMBU CD transport box filling record sheet

TMBU transport Box Number Date Checked..... Expiry Date.....

Drug	Number Replaced	Expiry date	Batch NO.	Packed By	Checked By Print & Sign
Morphine Sulphate 1mg/1ml Injection	1				
Morphine Sulphate 10 mg/1ml injection	1				
Phenobarbital 30 mg/1ml injection	2				
Midazolam 5 mg/5 ml injection	2				
Fentanyl injection 100 Micrograms per ml 2ml injection	1				
Midazolam 10mg/2 ml injection	3				



Checklist	Done	Check by
Anti-tamper sticker placed over join of box on the longest side in the middle		
Anti-tamper seal Number		
Expiry date sticker added to back of box		
Date of expiry sticker		
Sealed box put in clear plastic bag and sealed using aseptic bagging equipment		

Worksheet prepared and approved by 1) _____ 2) _____