

Controlled Drug Reporting Website

Launch Date – Thursday 1 December

- The website goes live for reporters on the 1 December
- Reporters need to register as a new user from this date when they first access the new website
- The new event module for Incident and Concerns will be turned on
- Other modules remain the same and will be turned on at a future date

Changes to reporting module

Select Form

For technical issues please contact our helpdesk on 0113 825 5238
For all other queries [click here](#) for your Local CD team

Recommended browsers:
Google Chrome, FireFox, Internet Explorer 10 - 11+

Home > Select Form

[Authority to witness the destruction of controlled drugs](#)
Please contact your local CD team for more information [click here](#)
Module going live shortly.

[Incidents & Concerns](#)
To report an incident or concern relating to controlled drugs please complete this form.
[Video Tutorial](#)

[Quarterly Occurrences](#)
To be completed by a CDAO of a Designated Body quarterly.

[Destruction Request](#)
Use this module if you wish to request a third party to witness the destruction of controlled drugs.
Please note if you wish to apply to be the Authorised Witness to witness the destruction of controlled drugs, then please use the Authorised Witness module.

[Annual Controlled Drug Declaration](#)
To be completed annually at the request of your Local Office.

CD Reporting Menu ▾

Section 1 - Event

What kind of event do you want to record?

Incident
An incident is defined as:
An event or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities. "Near miss" or "dangerous occurrence" are also terms for an event that could have caused harm but did not and these may be treated as an "Incident".
Examples of incidents

- Theft or diversion by healthcare professional
- Wrong dose administration of a controlled drug

Concern
A concern is defined as:
A matter of interest or importance to the Controlled Drugs Accountable Officer on the safe use or management of Controlled Drugs. Events that are yet to be corroborated or substantiated also constitute a concern.
These could include a complaint or whistleblowing report by any member of the public or a healthcare professional or support staff.
Examples of concerns

- Several reports of discrepancies that all link to one individual
- Numerous low-level events from the same provider

[Continue](#)

The "Save as Draft" button allows you to view and amend your details before submission. You will be given a period of two weeks to complete the draft and you will receive a reminder to complete the form in seven days.

[Save as Draft](#)

Incident or Concern

Incidents for submission include events that have already happened, directly, or as a result of a different occurrence, and have caused injury, harm, or health damage, including 'near misses' for example:

- Loss of CDs following a pharmacy break-in
- Prescribing error on a prescription from a GP surgery
- Running balances with a discrepancy between stock and register
- Failure of a syringe driver in a home setting for end of life community care

Concerns relate to issues which *may* occur due to e.g. poor practices, system failures, or worries regarding colleagues in relation to Controlled Drugs. Reporting Concerns may also be 'whistleblowing' re issues surrounding CD safety e.g.:

- Worries by surgery staff that a staff member may be self-prescribing CDs following behavioural changes (*concerns may be submitted anonymously*)
- Concerns relating to unauthorised staff having access to CD cupboard keys/not following SOPs
- Inappropriate prescribing of high volumes of Controlled Drugs identified by a Hospice
- Substance misuse service concerned about GP CD prescribing

Controlled Drug Reporting Organisations

Communications need to be sent to all organisations that **prescribe, dispense, administer** controlled drugs and need to be notifying the NHS England CDAOs.

This includes but is not limited to:

- Community Pharmacies
- Pharmacy Superintendents
- GP Practices – NHS
- GP Practices – Private
- Designated Bodies
- Dental Practices – Private
- Dental Practices – NHS
- Drug and Alcohol Teams
- Private Prescribers
- Care Homes

What is next

- Other modules of the portal are being worked on
- Training videos and guides will be available to support users
- Other resources such as newsletters and guides will still be available to download