


Kingston  Chambers	Blank prescription storage and allocation policy		Reviewed	
			Revised	
	Adopted	October 2020	Next review	October 2022

Blank prescription sheet storage and allocation policy

According to NHS Counter Fraud: *“although we are not used to thinking about prescription forms in this way, a prescription form should be considered an asset that has a financial value. It is in effect a blank cheque open to potential misuse. Theft of prescription forms and their resulting fraudulent misuse, potentially involving third parties, is a serious concern”*. Prescription misuse results in financial losses to the NHS and could potentially lead to individuals being harmed.

This policy sets out the process adopted by Kingston GP Chambers in order to ensure that blank prescription sheets are securely stored and that allocation and use is monitored. The process has been put in place with reference to [NHS Counter Fraud guidance](#).

Receipt of delivery

- Blank prescription sheets are ordered from PCSE.Supplies-Leeds@nhs.net by completing the order form (saved in <H:\CORPORATE\Prescription order form>) and delivered to KGPC at Kingston Health Centre.
- When arranging delivery, KGPC will request a designated time-slot to enable same-day follow-up of late/missing deliveries.
- A designated member of staff will be on site to take receipt of delivery. Before the delivery driver leaves, a full check should be made against the delivery note to ensure that the number of boxes and type of prescription forms delivered are correct and that boxes' seals are unbroken. Any discrepancies should be noted on the driver's delivery note, queried with the supplier and documented in KGPC's records.
- Once the delivery has been checked, the boxes should be examined and as soon as practicable the serial numbers checked against the delivery note. Bar coding is used on all FP10SS prescription boxes. The bar code includes: the product code, quantity, box number, first and last serial number in the range. These details should be recorded on KGPC's prescription log.
- Deliveries of prescription form stock should be securely stored as soon as practicable and treated as controlled stationery. They should not be left unattended or unsupervised. As a minimum, prescription forms should be kept in a locked cabinet within a lockable room or area. Access to these locked areas should be limited to specific members of staff.

Transfer to other sites

Once received at Kingston Health Centre, boxes of prescription sheets will be allocated to other sites (Surbiton Health Centre, The Village). The process for transfer is as follows:

- Where possible, an entire, unopened, box of prescription sheets should be transferred. Every box should already have an entry on the main prescription

log (made when the box was first received at Kingston Health Centre); where a box is transferred, a note should be made against its entry on the log, recording the date and location it is moved to and the name of the member of staff transporting it.

- Where an opened box of prescription sheets is transferred, the prescription log should additionally record the serial number of the first and last prescription sheet in the box.
- Where a box of prescription sheets is transferred to a site, and then part of that stock is transferred to another site, a record should be made of this on the central recording sheet.
- Prescription sheets should always be transported in a container/box (i.e. not as loose sheets).
- Prescription sheets should always be transported by car, locked in the car boot. They must be transported from one site to another directly (i.e. not collected one day and delivered another).
- On arrival at the recipient site, a record should be made of the product code, quantity, box number, first and last serial number in the range on that site's prescription log. The received stock of prescription sheets should then be securely locked in a lockable cupboard in a locked room. Access to these locked areas should be limited to specific members of staff.

Prescription form monitoring

As a matter of best practice, a record should be kept of stocks of prescription sheets allocated to prescribers.

As EPS is typically used for producing prescriptions, blank prescription sheets should not be routinely allocated to clinical rooms. Where a prescriber is unable to issue a prescription using EPS, they should contact the receptionist and ask them for a blank prescription sheet. Before issuing the sheet, the receptionist should note the date, prescription sheet serial number and name of the prescriber on the prescription log kept with the stock of prescription sheets.

For Extended Access clinics, the process will run as above for the Surbiton Health Centre site. For all other sites, prescription stocks are provided by the host practices; monitoring processes for prescription use will be carried-out by the host practices, in line with their local policy.

Suspected misuse of prescription sheets

- Any suspected misuse of prescription sheets (e.g. theft by either the public or members of staff) should be reported immediately to the General Manager for investigation.
- Any suspected misuse of prescriptions for controlled drugs should additionally be reported to the controlled drugs accountable officer, in line with KGPC's controlled drugs policy.