SAFE AND SECURE HANDLING OF MEDICINES

Appendix 4: How to Write a Discharge or Outpatient Controlled Drug Prescription

In addition to the usual prescription requirements, the following must be stated on a prescription for a controlled drug (See p3 for an HBP example):

1. The address of the patient

2. The formulation (i.e. tablets, capsules, liquid etc) and strength (where multiple strengths are available) of the preparation (e.g. Fentanyl 75microgram/hour patch, Morphine sulphate 10mg/5mL oral solution).

3. The dose to be taken (i.e. “10mg up to one hourly as required” would be appropriate while “use as directed” or “to be taken as required” is not allowed on a prescription for controlled drugs as the amount the patient should take is not stated).

4. For tablets, capsules, ampoules etc, the number (in both words and figures) of dosage units to be supplied (e.g. for an MST dose of 50mg twice a day, state supply 14 (fourteen) 30mg tablets and 28 (twenty eight) 10mg tablets). See p4 of this document for details of strengths of tablets etc stocked in Tayside. Approximately one week (or less if clinically indicated) supply should usually be prescribed on discharge

5. For liquid medicines, the total quantity (in both words and figures) of the controlled drug to be supplied (e.g. Supply 100 (one hundred) mL)

6. The prescribers handwritten signature. For EDD prescriptions a paper copy of the prescription should be printed off and signed by the prescriber after the prescription has been clinically checked by the ward pharmacist.

Examples:

1. Morphine sulphate 10mg/5mL oral solution.
   Take 10mg up to one hourly as required for pain.
   Supply 100 (one hundred) mL

2. MST continuous tablets.
   Take 30mg every 12 hours
   Supply 14 (fourteen) 30mg tablets

3. Fentanyl 25microgram/hour patch.
   Apply one patch every 3 days.
   Supply 5 (five) patches

4. Diamorphine 10mg injection.
   Give 10mg subcutaneously over 24 hours via syringe driver.
   Supply 5 (five) ampoules.

See page 2 for EDD screenshot examples
See page 3 for list of commonly used formulations / strengths stocked in Tayside
Drug: Oxycodone 20mg/2ml solution for injection ampoules

Dose: 40mg

Frequency: Other Over 24hr via CSCT

Supply: Hospital Pharmacy

Additional Information

Amount to be Taken: 1

Duration: 1

Quantity: 20

Drug: Fentanyl 50micrograms/hour transdermal patches

Dose: 50microgram/hr

Frequency: Other every 72 hours

Supply: Hospital Pharmacy

Additional Information

Amount to be Taken: 1

Duration: 1

Quantity: 5

Drug: Morphine sulphate 10mg/5ml oral solution

Dose: 10mg

Frequency: As required up to every hour

Supply: Hospital Pharmacy

Additional Information

Amount to be Taken: 5

Duration: 1

Quantity: 100ml

Drug: Morphine 10mg modified-release tablets

Dose: 20mg

Frequency: Morning and Night 12 hourly

Supply: Hospital Pharmacy

Additional Information

Amount to be Taken: 2

Duration: 1

Quantity: 14

Notes: Controlled Drug
The **address of the patient**. In some cases a patient will not have an address. In such cases “no fixed abode” (NFA) would be allowed.

The **age/date of birth** only needs to be on the prescription if the patient is under 12 years old.

The **dose** must be on the prescription and cannot be expressed as “to be taken as directed”. However, a dosage expressed as “one to be taken as directed” would be allowed.

The **form of the medicine** must always be on the prescription expressed as ampoules, tablets, capsules, patches, oral solution, etc.

Midazolam Inj 5mg/ml 2ml ampoules
label lamp daily via syringe pump as directed
Send 10 (ten) ampoules

The **strength** only needs to be on the prescription if the medicine is available in more than one strength.

The **total quantity** must be written in the number of dosage units, e.g. ampoules, tablets, capsules, patches, millilitres, etc (in both words and figures).

It must be **signed by the prescriber**.
It must be **dated**. Supply the medicine(s) within 28 days of date specified (including owings).

The **address of the prescriber** must be within the uk.
There must be **particulars** to indicate type of prescriber, e.g. doctor.
### COMMONLY USED CONTROLLED DRUGS & AVAILABLE PREPARATIONS IN PHARMACY

<table>
<thead>
<tr>
<th>Preparation</th>
<th>Strength</th>
<th>Pack Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diamorphine injection</td>
<td>5mg, 10mg, 30mg, (higher strengths also available)</td>
<td>5 ampoules</td>
</tr>
<tr>
<td>Fentanyl sublingual tablets (Abstral)</td>
<td>100 microgram, 200 microgram, 300 microgram, 400 microgram, 600 microgram</td>
<td>30 tablets</td>
</tr>
<tr>
<td>Fentanyl patches (D-Trans)</td>
<td>12 microgram, 25 microgram, 50 microgram, 75 microgram, 100 microgram</td>
<td>5 patches</td>
</tr>
<tr>
<td>Fentanyl lozenges (Actiq)</td>
<td>200 microgram, 800 microgram</td>
<td>30 lozenges</td>
</tr>
<tr>
<td>Fentanyl lozenges (Actiq)</td>
<td>600 microgram</td>
<td>3 lozenges</td>
</tr>
<tr>
<td>Hydromorphone capsules (Palladone)</td>
<td>1.3mg, 2.6 mg</td>
<td>56 capsules</td>
</tr>
<tr>
<td>Hydromorphone SR capsules (Palladone)</td>
<td>2 mg, 4 mg, 8 mg, 16 mg, 24 mg</td>
<td>56 capsules</td>
</tr>
<tr>
<td>Methadone tablets</td>
<td>5 mg</td>
<td>50 tablets</td>
</tr>
<tr>
<td>Methadone Mixture</td>
<td>1 mg/ml</td>
<td>100 ml</td>
</tr>
<tr>
<td>Morphine Sulphate MR tablets (MST)</td>
<td>5 mg, 10 mg, 30 mg, 60 mg, 100 mg, 200 mg</td>
<td>60 tablets</td>
</tr>
<tr>
<td>Morphine Sulphate granules</td>
<td>20 mg, 30 mg, 60 mg, 200 mg</td>
<td>30 sachets</td>
</tr>
<tr>
<td>Morphine Sulphate tablets (Sevredol)</td>
<td>10 mg, 20 mg, 50 mg</td>
<td>56 tablets</td>
</tr>
<tr>
<td>Morphine Sulphate oral solution</td>
<td>10 mg/5ml</td>
<td>100 ml</td>
</tr>
<tr>
<td>Morphine Sulphate Concentrated oral solution</td>
<td>20 mg/ml</td>
<td>30 ml, 120ml</td>
</tr>
<tr>
<td>Morphine sulphate injection</td>
<td>10mg/mL</td>
<td>10 ampoules</td>
</tr>
<tr>
<td>Morphine sulphate injection</td>
<td>60mg/2mL</td>
<td>5 ampoules</td>
</tr>
<tr>
<td>Oxycodone Capsules (Oxynorm)</td>
<td>5 mg, 10 mg, 20 mg</td>
<td>56 capsules</td>
</tr>
<tr>
<td>Oxycodone MR tablets (Oxycontin)</td>
<td>5 mg, 10 mg, 15 mg, 20 mg, 30 mg, 40 mg, 60 mg, 80 mg, 120 mg</td>
<td>56 tablets</td>
</tr>
<tr>
<td>Oxycodone oral liquid</td>
<td>5 mg/5ml</td>
<td>250 ml</td>
</tr>
<tr>
<td>Oxycodone Concentrated oral liquid</td>
<td>10 mg/ml</td>
<td>120 ml</td>
</tr>
<tr>
<td>Temazepam tablets</td>
<td>10 mg</td>
<td>28 tablets</td>
</tr>
<tr>
<td>Temazepam elixir</td>
<td>10 mg/5ml</td>
<td>300 ml</td>
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</table>