

Clinical Governance and Audit Dept
Tatchbury Mount
Tel: (023) 8087 4357/4356/4304
e-mail: Clinical.Audit@hantspt-sw.nhs.uk
www.hantspt.nhs.uk/cga

Daedalus Ward Results

Controlled Drugs Audit

- Report for:** The team on Daedalus Ward
- Audit Lead:** Ross Mitchell
- Rationale:** Change in law and national guidance around controlled drugs require stricter controls. The medicines policy has been updated to reflect this and will require ongoing audit.
- Frequency:** This audit will be carried out quarterly. This is the second quarter of year 1.
- Objectives:** To ensure adherence to legal and national standards of controls around the recording and requisition of controlled drugs.
- Data collection:** September / October 2008

Service Involvement

Directorate	Locality	Service
AMH	East Hants	Elmleigh Male Ward
AMH	East Hants	Elmleigh Female Ward
AMH	East Hants	Elmleigh PICU
AMH	East Hants	Hollybank
AMH	Fareham and Gosport	The Meadows
AMH	Fareham and Gosport	Rivendale
AMH	Mid Hants	Kingsley Unit Hardy Ward
AMH	New Forest	Woodhaven Winsor
AMH	New Forest	Woodhaven Ellingham
AMH	North Hants	Parklands Hawthorns 1
AMH	North Hants	Parklands Hawthorns 2
AMH	North Hants	Eastrop House
AMH	Southampton	DoP St Mary's Ward
AMH	Southampton	DoP Mitchell Ward
AMH	Southampton	DoP Mayflower Ward
AMH	Southampton	Forest Lodge
AMH	Mid Hants	Mother and Baby Unit
Substance Misuse	Southampton	DIP
Substance Misuse	Southampton	Bridge
Substance Misuse	Mid Hants	Winchester Prison

OPMH	East Hants	Petersfield Willows Ward
OPMH	East Hants	Beaton Assessment Ward
OPMH	Fareham and Gosport	Gosport War Memorial Dryad Ward
OPMH	Fareham and Gosport	Gosport war Memorial Daedalus Ward
OPMH	Fareham and Gosport	Summervale House
OPMH	Mid Hants	Melbury Lodge Stefano Olivieri Unit
OPMH	New Forest	Becton Centre
OPMH	North Hants	Parklands Elmwood Ward
OPMH	North Hants	Parklands Beechwood Ward
OPMH	North Hants	Parklands ECT
OPMH	Southampton	Moorgreen Linden Ward
OPMH	Southampton	Moorgreen Willow Ward
OPMH	Southampton	Western Minstead Ward
OPMH	Southampton	Western Berrywood Ward
OPMH	Southampton	Western Beaulieu Ward
OPMH	Mid Hants	Allan Gardiner Unit
SpS	Ravenswood House	Malcolm Faulk Ward
SpS	Ravenswood House	Meon Valley Ward
SpS	Ravenswood House	Mary Graham Ward
SpS	Ravenswood House	Lyndhurst Ward
SpS	Ravenswood House	Ashurst Ward
Sps	Leigh House	Leigh House
Sps	Bluebird House	Hill
Sps	Bluebird House	Moss
Sps	Bluebird House	Stewart
LD	East Hants	Mary Rose House Millview
LD	East Hants	Mary Rose House Westbrook
LD	East Hants	Mary Rose House Cherrytree
LD	Fareham and Gosport	Warsash House
LD	Fareham and Gosport	Swanwick House
LD	Fareham and Gosport	Whiteley Wood
LD	New Forest	Woodhaven Ashford Ward

Results by Standard:

No.	Standard	Standard Met / Not Met Qtr 1	Standard Met / Not Met Qtr 2
1	CD stocks and the register book reconcile.	Not met	Met
2	There are only CDs in the CD cupboard.	Met	Met
3	All CDs are in good condition, including being within the expiry date.	Met	Met

4	CDs are not: a) Borrowed from other wards/units b) Lent to other wards/units.	Not met Not met	Met Met
5	Morphine and diamorphine ampoules of 30mg or more are physically segregated from lower strength ampoules in the CD cupboard.	N/A	N/A
6	CDs to take home are stored in the CD cupboard segregated from stock CDs.	N/A	Not met
7	There are separate pages for each drug/strength/form, including PODs, in the CD register.	Met	Met
8	All entries in the CD register are witnessed, including balance transfers and mistakes.	Met	Not met
9	All mistakes in the CD register are: a) Bracketed b) Signed c) Dated	N/A N/A N/A	Not met Not met Not met
10	The CD register is stored in a locked medicine cupboard.	Met	Met
11	Exceptional usage of CDs have been checked against orders and prescriptions to confirm medicines are prescribed and administered.	N/A	N/A
12	If there were any anomalies, an incident form was completed and accountable officer informed.	Not met	N/A
13	Registers are held by the ward manager for at least 2 years after the last entry.	Met	Met
14	Stock checks are carried out by staff weekly.	Not met	Not met
15	All new stock entered into the register has the following details recorded: a) Date received b) Time received c) Name of supplying pharmacy d) Quantity e) Serial number page f) Signature of registered nurse g) Signature of witness	Met Met Met Met Not met Met Met	Met Met Met Met Met Met Met
16	CDs to take home have been: a) Recorded in the register b) Witnessed	Met Met	Not met N/A
17	On discharge, CDs have been : a) Booked out b) Witnessed c) Signed for by patient/carer/driver	Met Met Met	N/A N/A N/A
18	The CD order book is stored in a locked medicine cupboard.	Met	Met
19	The list of authorised signatories for CD requisitions is up to date.	Not met	Met

20	<p>Recorded requisitions contain the following information:</p> <ul style="list-style-type: none"> a) Hospital name b) Ward/dept c) Drug name d) Strength of drug e) Ampoule size if more than 1 available f) Total quantity g) Date h) Signature i) Printed name j) Qualification k) Signature of person issuing item from pharmacy l) Signature of doctor / HPT pharmacist 	<p>Met Met Met Met Met Met Met Met Not met Not met Met Not met</p>	<p>Met Met Met Met N/A Met Met Met Met Met Met N/A Met</p>
21	<p>CD cupboard keys are either kept in the possession of a registered nurse or kept somewhere which is only accessible to a registered nurse.</p>	<p>Met</p>	<p>Met</p>