

## **NHS Prescription Services**

### **Controlled drug prescribing**

People who prescribe, dispense, monitor or receive controlled drugs are responsible for implementing the following arrangements.

#### **Prescriber**

Controlled drugs (CDs) can be prescribed to a patient on either an NHS prescription form or a private prescription form.

#### **NHS prescription form**

- It is strongly recommended that a prescriber writes a prescription which does not exceed a maximum quantity of 30 days' supply of Schedule 2, 3 and 4 controlled drugs.
- Prescription printing software should show 'CD' after the order for a controlled drug; e.g. Diamorphine 10mg tablets CD.
- The prescriber should include the patient's NHS number on the prescription form.
- The layout of the prescription form includes space for the person collecting a CD in Schedule 2 or 3 to sign the back of the form.
- In the longer term, changes will be made to allocate each prescriber a unique code to allow more accurate monitoring of controlled drug prescribing.

#### **Private prescription form**

- A special form (FP10PCD) has been introduced for private prescription of Schedule 2 and 3 controlled drugs which will be dispensed in the community.
- It is strongly recommended that a prescriber writes a prescription which does not exceed a maximum quantity of 30 days' supply of Schedule 2, 3 and 4 controlled drugs.
- Prescription printing software should show 'CD' after the order for a controlled drug; e.g. Diamorphine 10mg tablets CD.
- The prescriber should obtain the patient's NHS number if possible and enter this number on the prescription form.
- The private prescription form includes space for the person collecting a CD in Schedule 2 or 3 to sign the back of the form.

- There are two kinds of forms available, personalised (FP10PCDNC) and non-personalised (FP10PCDSS). Personalised forms contain the prescriber's details already printed. Non-personalised forms are suitable for overprinting which will allow printing of prescriptions using the practice/clinic computer. The prescription form overprint specification shows the layout of the FP10PCDSS prescription form. The specification is located on our webpages for 'Prescription forms'.
- After dispensing, these forms will be sent to the NHS Prescription Services for processing and included in the EPACKT.net information service. The NHS England & NHS Improvement Controlled Drugs Accountable Officer is responsible for monitoring each prescriber, who will then be able to access this service. To do this, the NHS Prescription Services needs to maintain a database showing each prescriber along with an associated prescriber code.

### **I prescribe CDs on private prescriptions. How do I get my prescriber number and prescription forms?**

- If you are a private prescriber and have not been issued a private prescriber identification number, please contact your local NHS England & NHS Improvement Controlled Drugs Accountable Officer. The Accountable Officer will then inform the NHS Prescription Services of your details using the designated form.
- The NHS Prescription Services writes to the NHS England & NHS Improvement Controlled Drugs Accountable Officer to inform them of the prescriber number and the Accountable Officer will then inform you. The NHS England & NHS Improvement Controlled Drugs Accountable Officer will provide you with the necessary information to allow you to order your prescriptions.
- Current NHS prescribers receive a separate private prescriber number in addition to their NHS prescriber number. Please ensure you are using the correct number when prescribing NHS and private prescriptions so that prescribing costs are attributed to the appropriate budget.

### **I am a dentist who prescribes CDs on private prescriptions. How do I get my prescription forms?**

- Please contact your NHS England & NHS Improvement Controlled Drugs Accountable Officer to order your prescriptions.
- Each NHS England & NHS Improvement Controlled Drugs Accountable Officer is issued with a unique number for private dental prescriptions.
- NHS prescribers working before 1 April 2013 have received a private prescriber number which was unique to their PCT. This number can continue to be used on FP10PCD forms but cannot be used on NHS FP10D forms.
- Dentists need to add their name, address and qualifications to the prescription form to comply with the Misuse of Drugs Regulations.

## Community pharmacies

- Community pharmacies require a private controlled drug account number which should be used when submitting FP10PCD forms. This account number should also be used for submitting CD requisition forms and is a different account to the NHS account number used by contractors to submit NHS prescriptions.
- Dispensing contractors should submit original private prescriptions for Schedule 2 and 3 controlled drugs to the NHS Prescription Services.
- Private prescriptions and CD requisitions which have been dispensed in one month should be submitted at the beginning of the following month. These should be sent to the NHS Prescription Services by the fifth day of the month, using the submission document (FP34PCD) which is available on our website. This submission should be separate to any NHS prescription forms and sent to the following address:

NHS Prescription Services  
Bridge House  
Goods Entrance (off Dean Street)  
Bridge House  
152 Pilgrim Street  
Newcastle upon Tyne  
NE1 6SN

If you don't have a private controlled drug account number, please contact your NHS England & NHS Improvement Controlled Drugs Accountable Officer.

If you are a dispensing doctor and require advice on submitting private CD prescriptions, please contact: [nhsbsa.prescriptionservices@nhsbsa.nhs.uk](mailto:nhsbsa.prescriptionservices@nhsbsa.nhs.uk)

## Patients

- If you have been prescribed a Schedule 2 or 3 controlled drug either on an NHS prescription form or a private prescription form you will be asked to provide your NHS number to your prescriber.
- You, or your representative, will be asked to sign the prescription form on collection of your prescription from the pharmacy.
- You, or your representative, will be required to provide proof of identification to the pharmacist if you have been prescribed a Schedule 2 controlled drug.