

Policy No: 03-3308	Authorised: Roxane Schatará	Date:15/05/2018
CONTROLLED DRUGS MANAGEMENT AT THE SERVICE USER'S HOME		

This Policy defines the principles and procedures to be followed for the safe handling and management of Controlled Drugs ("CDs") at the service user's home. This will be in accordance with the requirements of the Controlled Drugs (Supervision of Management and Use) Regulations 2013, as far as they apply to the Domiciliary Care sector.

1. *Definition and Properties:*
 - 1.1 Controlled Drugs ("CDs") are prescribed medicines that are usually used to treat severe pain, induce anaesthesia, and drug dependency, and as such have additional safety requirements for storage, administration to the service user, and disposal.
 - 1.2 These requirements are subject to the *Controlled Drugs (Supervision of Management and Use) Regulations 2013*, and have been developed for care providers. However, *this legislation does not apply to the domiciliary care setting where the service user is a care receiver, and may be responsible for the storage and self-administration of their own medication.* However, there are basic principles which must be observed for the storage, handling and disposal of CDs at the service user's home, and reference should be made to section 2 of this Policy in this respect.

2. *Controlled Drugs - STORAGE & DISPOSAL:*
 - 2.1 There is no legislation covering how service users should store CDs in their own home. However, Care Staff should offer advice to the service user regarding safe storage of CDs, and the precautions they should take. Basically, CDs should be stored in a secure location, and away from direct sunlight and conditions of high humidity. CDs requiring low temperature storage should be kept in a sealable container, appropriately labelled, and kept in the domestic refrigerator.
 - 2.2 CDs are medicines of potential abuse, therefore they should be kept out of sight of visitors to the service user's home, while maintaining ease of access by the Organisation's Care Staff.
 - 2.3 Consideration should be given to ensuring that vulnerable persons, such as children, cannot gain access to the medicine
 - 2.4 When CDs are no longer required (for example; completion of a course of treatment, medicines exceeding their expiry date), they will be disposed of by returning them as a matter of urgency to the pharmacy or prescribing doctor who supplied them, for safe denaturing using special kits, and subsequent controlled disposal.
 - 2.5 CDs may be disposed of at the service user's home by the service user or Carer, providing that they have given their consent, and that they have been appropriately risk-assessed as being competent to do so. If it is considered to be a risk to leave the service user to dispose of the CDs, the medicines may be destroyed at the service user's home in the presence of a witness. This witness can be another staff member, or a service user's relative / advocate. *CDs must NOT be disposed of via the sink or toilet.*

3. *Controlled Drugs - ABUSE / IMPROPER USE:*
 - 3.1 The Organisation recognises and acknowledges the right of the service user to live the lifestyle of their choosing. However, this may involve using CDs and other drugs for recreational purposes, and not for any clinical reason. In this respect these medicines are classified as illicit or illegal substances, and the service user as a substance abuser.
 - 3.2 Wherever it is discovered that a service user is engaged in smoking, consuming or injecting illicit substances, the Care Worker will immediately contact the Organisation to report the incident, following which they must immediately vacate the service user's home in accordance with *Policy No 3702*.
 - 3.3 An Incident & Action Log (*Form No 2-107*) will be completed with details of the incident, and an appropriate entry made in the service user's personal care records.
 - 3.4 If it is perceived that service user substance abuse is an on-going problem, consideration will be given to withdrawing the service from the service user in accordance with *Policy No 4305*.

FORMS REFERENCES:

- Form No: 2-107 Incident & Action Log*
Form No: 3-307 Consent to Medicate
Form No: 3-705 Assessment & Review of a Service User's Mental Capacity - Mental Capacity Act 2005