

Summary of changes to Prescription Security guidelines from 2017

This is a headline summary of all updates relevant to dental practices. The full guidance should be made available to, and read by all practice staff.

Page No.	Details of the change	Date
1	Information for primary care practices	March 2021
6	Prescription security procedures and protocols The practice should have a written protocol signed up to by all staff outlining procedures for the management of prescription security on all practice sites. Processes must be in place to ensure that new staff, locums and trainees are made aware of the procedures	March 2021
8	Registers of prescription forms can be disposed of <ul style="list-style-type: none"> - Two years after the last date of receipt - Two years after the last date of issue 	March 2021
8	Ordering new prescription forms All forms to be ordered online from 1/07/2021. links to new order form and user guide on the BSO website.	July 2021
9	Issue of prescription forms Locums and trainees should use the pad for the GDP (or ES) whose Cipher number the prescriber is working under.	March 2021
12	Stock prescriptions (requisitions). Only dentists with a GDC number can order stock prescriptions A standard stock requisition form (CDRF1) must be used to obtain stocks of Schedule 2 and 3 CDs. Headed notepaper can continue to be used for private stock requisitions of Schedule 4 and 5 CDs.	March 2021

13&14	Stolen/Missing prescriptions CFPS Fraud Hotline (Tel: 0800 0963396) OR Tel: 028 9536 3852. (email : cfs@hscni.net) Missing/Stolen prescriptions for Controlled Drugs must always be reported to the Department of Health Controlled Drugs Accountable Officer, (DoH CDAO) Dr Lisa Byers, by submitting any correspondence to the CDAO mail box. ControlledDrugsAccountableOfficer@health - ni.gov.uk This email box will be subject to appropriate access controls in order to meet requirements of Data Protection law.	March 2021 April 2022
15	Disposing of obsolete prescription forms In some circumstances, blank prescription forms will become obsolete and must be destroyed, for example: The prescriber leaves or retires from the practice to which the cipher is registered.	March 2021

