



# Remember to Report Controlled Drugs Incidents to your CDAO

If you experience an issue/concern relating to the prescribing, dispensing, storage or administration of controlled drugs—**REPORT THESE INCIDENTS TO YOUR CDAO.**

Examples of incidents may include:

- Dispensing errors
- Prescription / prescriber errors
- Wrong dosage prescribed
- Medication label error
- Concerns about misappropriation of CDs by a health care professional / member of the public
- Record keeping errors or omissions
- Theft or significant spillages of CDs
- Fraudulent attempts to obtain CDs
- CD storage issues
- Incorrect formulation
- Stock balance discrepancies
- Controlled drug administered incorrectly



You will be asked to provide details of the incident and actions taken, such as:

- ◇ What immediate action was taken?; Was the patient contacted?
- ◇ Were there any adverse effects to the patient, what action was taken if so?
- ◇ Was the prescriber informed?
- ◇ Who has been informed/notified of the incident?
- ◇ What measures have been put in place to prevent recurrence of this incident?
- ◇ What have you learned from the incident? Have you shared learning with your team?

**REMEMBER: The CDAO for Derbyshire, Nottinghamshire, Staffordshire and Shropshire is: SAMANTHA TRAVIS**



Requests for an authorised witness for destruction of out of date CDs, can also be made on-line: [www.cdreporting.co.uk](http://www.cdreporting.co.uk)

If you have any queries, please contact the NHSE & NHSI Midlands (North) Controlled Drugs Team:  
**Nottinghamshire & Derbyshire queries: [england.nottsderbycontrolleddrugs@nhs.net](mailto:england.nottsderbycontrolleddrugs@nhs.net)**  
**Staffordshire & Shropshire queries: [england.shropshire-staffs-cd@nhs.net](mailto:england.shropshire-staffs-cd@nhs.net)**  
**All North Midlands by telephone: [07714 777 667](tel:07714777667)**