

# **Controlled Drug Incidents - Accountable Officer Alerting Procedure 'Traffic Lights' (V2)**

## **Introduction**

All organisations providing healthcare services within the PCT's boundary are required to complete and return to the PCT Accountable Officer (AO) a quarterly Controlled Drug (CD) Incident Occurrence Report. The AO should however, be notified of some serious incidents or concerns more quickly.

The purpose of the 'traffic light' system is to;

1/ assist those responsible for returning quarterly Occurrence Reports to the PCT AO in determining the type of incidents or concerns that need to be reported more urgently than within the normal quarterly return.

2/ assist all staff involved with the management and/or administration of CDs of the degree of urgency required when reporting CD incidents internally.

It should be noted that the reporting of serious incidents and/or concerns to the PCT AO is for information only. It does not follow that any internal or external investigation being conducted will be taken over, or assisted, by the PCT. Organisations are required to have their own internal policies and procedures in place with which to investigate such occurrences.

The examples given below are not exhaustive. If staff are in any doubt and feel the need to inform their own organisation, or the PCT AO urgently of any incident, please do so.

**RED\*** - Requires notification to the PCT AO **within 1 working day** of the incident occurring or a concern being raised e.g.

An unexpected or 'suspicious' death is linked to the use of CDs.

A concern is raised regarding a person's fitness to practice in relation to the prescribing and/or administration of CDs.

A concern is raised regarding fraudulent activity which may, or may not, constitute criminal activity involving CDs.

**AMBER\*** - Requires notification to the PCT AO **within 1 week** of the incident occurring or a concern being raised e.g.

Suspected major harm to a patient is linked to the use of CDs.

**GREEN** - These will be minor issues and there is no necessity to notify the PCT AO other than in the routine Quarterly Occurrence Report e.g.

Minor errors in record keeping.

Minor dispensing errors that do not result in harm and do not constitute a repeating pattern.

Minor stock discrepancies that have not resulted in harm, do not constitute a repeating pattern and do not appear to be linked with fraud or other criminal activity.

**\*Irrespective of the time of reporting each individual Red or Amber incident - they should be summarised and included formally on the next normal quarterly Occurrence Report.**