

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To make sure every controlled drug at the clinic is stored securely, recorded every time it is received, used or destroyed, and checked against the register, so any loss or misuse is found quickly.

Scope

All controlled drugs held by the clinic, at the clinic and in vehicles, for example opioids, ketamine and some sedatives, as listed in your local controlled drug rules. It applies to every vet, vet nurse and technician who handles them.

Responsibilities

Role	Responsibility
Registered or responsible vet	Holds the registration or license the rules require, and is accountable for controlled drugs at the clinic.
Vets and vet nurses	Use controlled drugs only as authorized, record every entry straight away, and report any discrepancy.
Practice manager	Arranges the regular balance checks, keeps the records and supports any investigation.

Definitions

Controlled drug: A medicine your local law controls because it can be misused, with extra rules on storage, records and disposal.

Running balance: The quantity that should be in stock after each entry, checked against what is actually there.

Witness: A second authorized person who watches an entry or destruction, and signs to confirm it.

What you need

- A locked controlled drug safe or cabinet, fixed in place
- The controlled drug register, one page per drug and strength
- A destruction kit approved for controlled drugs
- The supplier's invoices and the clinic's ordering forms

Procedure

1. Limit who has access

Keep the safe locked, and give keys or codes only to the people your rules allow. Record who holds them.

2. Receive deliveries

Check the delivery against the order and invoice, put it straight in the safe, and record it in the register with the supplier, quantity and new balance.

3. Record every dose

Straight away, record the date, patient and owner, the dose given, who gave it and the new balance. Use one page per drug and strength.

- The date and time
- The patient and owner
- The quantity given, in the unit on the page
- Who gave it
- The witness, if your rules require one
- The new running balance

Caution: Never pre-sign the register or record a dose before it's drawn up. Correct mistakes with a dated, signed note, never by crossing out so the original can't be read.

4. Record waste

Record any part of a dose that is drawn up but not given, and have it witnessed if your rules require.

5. Check the balance

Count the stock and compare it with the running balance as often as your rules and policy require, and record the check with both signatures.

- Count every unopened and opened container
- Measure or estimate liquid volumes as your rules allow, and record how
- Both people sign the check, with the date

6. Investigate discrepancies

If the count doesn't match, check recent entries and invoices at once. Report any discrepancy you can't explain to the responsible vet the same day.

Caution: Report unexplained losses or suspected theft to the authorities your rules name, within their time limits.

7. Destroy expired or returned drugs

Destroy controlled drugs only as your rules allow, with the required witness, and record the drug, quantity and witness in the register.

- Use a destruction kit or method your rules approve
- Record the drug, strength, quantity and reason
- Both the person destroying and the witness sign the entry

8. Keep the register

Keep each register, completed page and record of destruction for the period your rules require.

Records

- The controlled drug register, one page per drug and strength, kept for as long as your rules require.
- Invoices and order forms for every controlled drug received.
- Balance check records, signed and dated.
- Destruction records, discrepancy reports and any report to the authorities.

Related documents

- Medicines management policy
- Anesthesia protocol
- Vet clinic opening and closing checklist

- Incident reporting procedure

Revision history

Version	Date	What changed	Approved by

Controlled drug register

- Drug name, strength and form: _____ One page per drug and strength.
- For a delivery, write the supplier in the patient column and the quantity in Received.