

be *signed* by the prescriber, include the *date* on which they were signed, and specify the prescriber's *address* (must be within the UK). A machine-written prescription is acceptable, but the prescriber's signature must be handwritten. Advanced electronic signatures can be accepted for Schedule 2 and 3 Controlled Drugs where the Electronic Prescribing Service (EPS) is used. All prescriptions for Controlled Drugs that are subject to the prescription requirements must always state:

- the name and address of the patient (use of a PO Box is not acceptable);
- in the case of a preparation, the form (the dosage form e.g. tablets must be included on a Controlled Drugs prescription irrespective of whether it is implicit in the proprietary name e.g. *MST Continus*, or whether only one form is available), and, where appropriate, the strength of the preparation (when more than one strength of a preparation exists the strength required must be specified); to avoid ambiguity, where a prescription requests multiple strengths of a medicine, each strength should be prescribed separately (i.e. separate dose, total quantity, etc);
- for liquids, the total volume in millilitres (in both words and figures) of the preparation to be supplied; for dosage units (tablets, capsules, ampoules), state the total number (in both words and figures) of dosage units to be supplied (e.g. 10 tablets [of 10 mg] rather than 100 mg total quantity);
- the dose, which must be clearly defined (i.e. the instruction 'one as directed' constitutes a dose but 'as directed' does not); it is not necessary that the dose is stated in both words and figures;
- the words 'for dental treatment only' if issued by a dentist.

A pharmacist is **not** allowed to dispense a Controlled Drug unless all the information required by law is given on the prescription. In the case of a prescription for a Controlled Drug in Schedule 2 or 3, a pharmacist can amend the prescription *if* it specifies the total quantity only in words or in figures or if it contains minor typographical errors, provided that such amendments are indelible and clearly attributable to the pharmacist (e.g. name, date, signature and GPhC registration number). The prescription should be marked with the date of supply at the time the Controlled Drug supply is made.

The Department of Health and the Scottish Government have issued a strong recommendation that the maximum quantity of Schedule 2, 3 or 4 Controlled Drugs prescribed should not exceed 30 days; exceptionally, to cover a justifiable clinical need and after consideration of any risk, a prescription can be issued for a longer period, but the reasons for the decision should be recorded on the patient's notes.

A prescription for a Controlled Drug in Schedules 2, 3, or 4 is valid for 28 days from the date stated thereon (the prescriber may forward-date the prescription; the start date may also be specified in the body of the prescription). Schedule 5 prescriptions are valid for 6 months from the appropriate date.

Medicines that are not Controlled Drugs should not be prescribed on the same form as a Schedule 2 or 3 Controlled Drug.

See sample prescription:

Pharmacy Stamp	Age 1yr 3mths	Title, Forename, Surname & Address Master Peter Patient
	D.o.B 2/4/2010	Flat 1 50 Stanhope Street Newtown TE22 1ST
Please don't stamp over age box		
Number of days' treatment	N.B. Ensure dose is stated	
Endorsements	Diamorphine 10mg injection 6mg daily by subcutaneous infusion over 24 hours Supply 6(six) ampoules [No more items on this prescription]	
Signature of prescriber	Date 02/07/11	
For dispenser No. of Presc. on form	Anyborough Health Authority Dr D O Good 345543 7 High Street Anytown KB1 CD2 Tel: 0111 222 333	
NHS	FP10NC0105	

**Instalments and repeatable prescriptions** Prescriptions for Schedule 2 or 3 Controlled Drugs can be dispensed by instalments. An instalment prescription must have an instalment direction including both the dose and the instalment amount specified separately on the prescription, and it must also state the interval between each time the medicine can be supplied.

The first instalment must be dispensed within 28 days of the appropriate day (i.e. date of signing unless the prescriber indicates a date before which the Controlled Drug should not be dispensed) and the remainder should be dispensed in accordance with the instructions on the prescription. The prescription must be marked with the date of each supply. The instalment direction is a legal requirement and needs to be complied with, however, for certain situations (e.g. if a pharmacy is closed on the day an instalment is due) the Home Office has approved specific wording which provides pharmacists some flexibility for supply. For details, see Medicines, Ethics and Practice, London, Pharmaceutical Press (always consult latest edition) or see Home Office approved wording for instalment prescribing (Circular 027/2015), available at [www.gov.uk/](http://www.gov.uk/).

Repeatable prescriptions are prescriptions which contain a direction that they can be dispensed more than once (e.g. repeat × 3). Only Schedule 4 and 5 Controlled Drugs are permitted on repeatable prescriptions.

**Private prescriptions** Private prescriptions for Controlled Drugs in Schedules 2 and 3 must be written on specially designated forms which are provided by local NHS England area teams in England (form FP10PCD), local NHS Health Boards in Scotland (form PPCD) and Wales (form W10PCD); in addition, prescriptions must specify the prescriber's *identification number* (or a NHS prescriber code in Scotland).