

Appendix 25 – Reporting of Controlled Drug Incidents via [cdreporting.co.uk](https://www.cdreporting.co.uk)

1. All Practices need to be registered to report controlled drug incidents via the CD reporting tool. Register here: https://www.cdreporting.co.uk/reporting_v2/register
2. **All** controlled drug incidents should be reported via the [cdreporting.co.uk](https://www.cdreporting.co.uk) tool. Please note: a controlled drug incident may occur within your Practice or be reported by a third party.
3. A controlled drug incident which you need to report includes:
 - Prescribing errors; before or after they reach the patient
 - Administration errors
 - Dispensing errors
 - Theft or diversion of prescriptions or drugs
 - Incorrect storage or stock control
 - Safeguarding
4. Every year you will need to submit an annual declaration for controlled drugs via the reporting tool and disclose whether any staff member has been cautioned or charged by the Police in relation to a controlled substance.
5. If you need to have controlled drugs on your premises destroyed there is a module on [cdreporting.co.uk](https://www.cdreporting.co.uk) to book an authorised witness destruction.