



**VMMC & Safdarjung Hospital,
Ministry of Health & Family Welfare,
Government of India, New Delhi.**



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Document No.	TITLE		
E/ NABH/ SJH/ Policy/ 22	Policy on procurement, storage and dispensing and record keeping of narcotic and psychotropic drugs.		
Effective Date: 20/07/2020			
Function	Name	Designation	Signature
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Distribution: Quality Cell, Medical Superintendent, All Head of Departments, Pharmacy, Medical Stores

REVISION SUMMARY		
Version No.	Effective Date	Revision History
1.0	26/02/2021	00

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1.0 INTRODUCTION

Narcotic Drugs and Psychotropic Substances have several medical and scientific uses. However, they can be and are also abused and trafficked. India's approach towards Narcotic Drugs and Psychotropic Substances is enshrined in Article 47 of the Constitution of India which mandates that the 'State shall endeavour to bring about prohibition of the consumption except for medicinal purposes of intoxicating drinks and of drugs which are injurious to health'

2.0 PURPOSE

To provide guidelines governing adequate control for procurement, proper storage, dispensing and record keeping of Narcotic and Psychotropic Drugs in Hospital.

3.0 SCOPE

All the important activities related to the procurement, storage, dispensing and record keeping of Narcotic and Psychotropic Drugs in accordance with the Delhi Narcotic Drug Rules, 1985 as well as Drugs and Cosmetics Act, 1940 and Rules framed there under.

3.0 DEFINITION

- a) **Narcotic Drugs** are the addictive drugs that reduce the user's perception of pain and induce euphoria (a feeling of exaggerated and unrealistic well-being). They are substances that lead to increasing tolerance and physiological dependence. They have a potential for abuse and/or addiction.
- b) **Psychotropic Drugs** – Any drug capable of affecting the mind, emotions, and behavior.

4.0 AVAILABILITY

Narcotic drugs are available in ICUs , OTs, Palliative clinic , Emergency

5.0 RESPONSIBILITY

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- a) The Officer in-charge of Medical drug store
- b) Pharmacist in-charge of Medical drug store
- c) Technical in charges in OT
- d) The Nursing Sister in-charge of respective departments of the hospital

6.0 PROCEDURE

A separate license is required by the hospital for procurement, storage and distribution of Narcotic and Psychotropic Drugs from the local Excise Department.

Strict compliance of statutory requirements is adhered to as provided under the Delhi Narcotic Drugs Rules, 1985, Delhi Narcotic Drugs (Amendment) Rules, 2002, Drugs & Cosmetics Act, 1940, Drugs & Cosmetics Rules, 1945 and Pharmacy Act, 1948.

A . Prescribing

May be done by doctors approved by the hospital administration to practice in the hospital and must possess the knowledge to monitor and treat the adverse effect of the drug.

All narcotic drugs must be written with the dose, frequency, duration and signed by the doctor. Narcotics can be prescribed only for the patients of this hospital.

B. Procurement

1. Drugs are procured after permission from drug control department (inj. Morphine) or after license from excise department (inj. Fentanyl).
2. Demands are asked from each user department at beginning of the year. A consolidated demand forwarded to purchase section. The total demand of the hospital will not increase more the approved from licensing authority.

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3. All purchase orders must be signed by store in charge & approved by MO I/C Store
4. Only store in charge will receive & sign for narcotics.

C. Requisition for the first time of narcotics

- a. The In-charge Nurse/Technician of the Pain Clinic /OT will determine the requirement of quantities of narcotics and prepare the requisition in the separate narcotics indent book.
- b. Issue of narcotics will be done only to nursing/technician in charge.

D . Replenishment

- I. Narcotic stock will be replenished on Re order level basis.
- II. The pharmacist/ store keeper shall check the stock levels in the nursing/technical records on the day stocks are issued
- III. Request are to be made on the ‘Narcotic Indent Book’ and must be signed by the nursing/technician in charge & countersigned by the M.O.I/c of the concerned department.
- IV. The person who receives and the person who supplies must sign on the Requisition as well as the Narcotic issue register of the store .

E. Storage

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- I. The Narcotic and Psychotropic Drugs must be stored in a separate cupboard with double lock and key
- II. The key of the locks should be kept in the hand of two different people
- III. Other than narcotic drugs, no items are permitted to be stored in the narcotic drug cupboard
- IV. Narcotic drugs and psychotropic substances must be procured and stored in such a manner so as to preclude their falling into the hands of unauthorized persons.
- V. The storage area for the narcotic drugs and psychotropic substances may be opened and accessed by specific Pharmacist in-charge of MDS and Nursing Sister in-charge of respective department.

F. Narcotic stock

- I. Records of supply and receipt of the narcotics will be done in a bound book Called the "Narcotic stock book".
- II. **In Store** The Narcotics stock book in store should have entries of – 'Date, Name and address of the supplier, Transport permit number, Narcotic license number, and quantity received and balance stock.
- III. No cancellation, obliteration or alteration using eraser, correction fluid is allowed in the 'Narcotics Stock Book'. In case of the corrections due to clerical error, the same will be in the form of a neat crossing and will be authenticated by the store executive, in the form of a marginal/foot note with date and initials. Narcotics issue register will be maintained separately and the signature of the person receiving the stock will be obtained on it

G. Usage and Discard

The narcotics (Morphine /Fentanyl) to be used will be prepared by Consultant in required concentration and will put proper label on the syringe. Label will contain Drug name and concentration. Drug prepared in a syringe will be used for same day only and left over drug will be discarded by doctor/technician in running water in front of supervisor.

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H. Record Keeping

I. The narcotic drugs register must incorporate a record of all receipt and issue involving narcotic drugs. The narcotic drugs register must be a bound register with consecutively numbered pages. A separate page must be used for each narcotic drug.

II. Appropriate registers shall be maintained to have information on usage. A proper record of their uses, administration and disposal shall be maintained at all the places wherever narcotic drugs are stored

III. Following records to be maintained -

- Separate Indent book in Medical drug store all other areas
- Separate stock register
- Separate issue register

7.0 AUDIT

Officer in-charge MDS, Pharmacist in-charge and Unit in-charge, Nursing Sister in-charge, must be conducted at regular intervals, preferably on monthly basis. Forms for prescribing Narcotic and Psychotropic drugs.

8.0 FORMS FOR PRESCRIBING NARCOTIC AND PSYCHOTROPIC DRUGS

9.0 REFERENCES

- Drugs & Cosmetics Act, 1940.
- Drugs & Cosmetics Rules, 1945.
- Delhi Narcotic Drugs Rules, 1985,
- Delhi Narcotic Drugs (Amendment) Rules, 2002.

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- The Pharmacy Act, 1948.
- NABH: Pre-Accreditation Entry Level Standards For Hospitals. April 2014

10.0 VALIDITY STATEMENT

This document is valid for one year from the date of issue.

11.0 APPENDICES AND FORMS

- * Annexure A: Form DD 12
- * Annexure B: Amendment sheet
- * Annexure C: Training log

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Annexure A

Delhi

Form D.D. 12
[See Rule 15(1)]

Official Form of prescription to be used when preparations containing manufactured drugs are prescribed
Not to be repeated.
(To be repeated at the interval of days).

(Note-Cross out one of the two alternatives)

1. Name, address and description of the person to whom the prescription is issued.
 2. Nature of the ailment.....
 3. Directions for use.....
 4. Dose (if in excess of usual doses).....
 5. Amount of drug to be supplied at one time.....
 6. No. of Registration certificate in Form D.D. 8. or Form D.D. 5 Licence of Approved Practitioner.....
- Address:.....
Date:.....

.....
.....
Full name, qualifications and signature
of the Approved Practitioner

1. Name of the Licensed Chemist who dispenses the prescription.
2. Address of premises
3. Date.

Conditions

- (a) The prescription can be prescribed only by those approved practitioners who are either registered with Collector of Excise on this behalf and have obtained Registration Certificate in Form D.D. 8 or holding a licence in Form D.D. 5.
- (b) On the authority of this prescription, the drug must not be supplied to the holder more than 6 times.
- (c) The prescription shall not be given for the use of prescriber himself.
- (d) A registered dentist shall give a prescription only for the purpose of dental treatment and shall make it "for animal treatment only".
- (e) A registered veterinary surgeon shall give prescription only for the purpose of treatment of animals and shall make it for local dental treatment only.
- (f) An approved practitioner of indigenous system of medicine may prescribe only those drugs which are included in the indigenous system of medicine.

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Annexure B

AMENDMENT SHEET**VMMC & Safdarjung Hospital, New Delhi**

Sr No.	Page No.	Clause No.	Date of Amendment	Amendment Made	Reasons	Signature of Officer In-charge	Signature of Medical Superintendent
1							
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Annexure C

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TRAINING LOG (Contents, Deviation and Amendment)



Sr. No	Training Attendee, Designation	Place of posting	Signature
1			
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Officer In-charge

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