CONTROLLED DRUG (CD) LIQUIDS

Checking the balance of a controlled drug liquid – when, how and what to do if it’s wrong

When

- Liquid CDs can be checked visually – you do not need to measure the liquid volume in each bottle every time you check your CDs (to do so would probably result in loss as some will always remain in the measure)
- You should measure the actual amount whenever you finish a bottle or register is zero and there is stock left.

How to measure

You can check the balance using an oral syringe or a calibrated, conical medicine measure.

Preparing a dose or checking a balance using an oral syringe (with a bung)

- Shake the bottle well making sure the cap is firmly on the bottle.
- Remove the cap and if the rubber bung has not already been inserted, push it fully into the neck of the bottle.
- Take the syringe and pull the plunger back so that the top of the black ring is on the volume for the dose you need to give or the amount you think is in the bottle (if measuring what is left).
- Push the tip of the syringe into the hole in the middle of the rubber bung.
- Turn the whole bottle with the syringe upside down.
- Slowly push the plunger into the syringe. This will push air into the bottle.
- Then pull the plunger slowly back to the volume you need for the dose. If you are measuring a large volume you may need to do this in stages so as to avoid too much pressure in the bottle – push a small amount of air in and then withdraw liquid then push more air in and withdraw more liquid and so on until you have the dose you need.
- Turn the whole bottle with the syringe the right way up and take the syringe out of the bottle.

What to do if the balance is incorrect

- Whenever you measure the balance in stock you should record the exact volume (whole bottles as stated volume plus measured part bottle(s)) in the register e.g. ‘Stock checked and balance corrected….’. Controlled drugs usually have a small overage in the bottle therefore it is likely that you will have a small excess.
- The entry should say – balance corrected and state the actual amount held. – A discrepancy up to 10% is acceptable. Any discrepancy that is greater should be reported on Ulysses, to the ward manager and your pharmacist.

Medicines management team May 2016