



Pharmacy Regional Newsletter

June 2026

Private Controlled Drug Forms

The [Misuse of Drugs \(Northern Ireland\) Regulations 2002](#) mandate that when a pharmacist dispenses a Schedule 1, 2 or 3 controlled drug (CD) from either a private prescription form or a private stock requisition form (CDRF1), the **ORIGINAL** form **MUST** be submitted to the Business Services Organisation (BSO) see [CDAO-MRG Letter to Community Pharmacy Regarding Private Prescribing CDs February 2025.pdf](#).

In Northern Ireland (NI), PCD1 prescription forms and CDRF1 stock requisition forms **MUST** be used to prescribe and requisition Schedule 2 and 3 CDs in a private capacity by practitioners based in NI.

Prescribers from other UK regions, **must** use specially designated private prescription forms to prescribe Schedule 2 or 3 CDs privately for their patients, colour coded depending on the Region. Private CD prescriptions from other UK regions may be dispensed in NI as long as they meet the prescription requirements as detailed in the [legislation](#):

- England - FP10PCD (pink form)
- Wales - WP10PCD or WP10PCDSS (green form)
- Scotland - PPCD (1) (yellow form)

All private prescription forms for Schedule 2 & 3 CDs must be submitted to BSO

In this issue

- Private CD Forms
- Check the Register!!
- PCD1 Forms
- CDRF1 forms
- CD Incidents
- Electronic CD prescriptions
- Travelling with CDs
- Record Keeping
- Further Info

Check the Register!!

Pharmacists should exercise caution when dispensing prescriptions and ensure prescriptions are from a registered healthcare professional authorised to prescribe CDs with no restrictions on their prescribing of CDs. It is recommended that pharmacists check the appropriate professional register prior to each dispensing.

Medical prescribers providing services to patients in NI, may require registration with the Regulation and Quality Improvement Authority (RQIA).

Pharmacists should ensure that prescribers and services are appropriately registered with respective authorities when satisfying themselves as to the legality of prescriptions. The list of services registered with RQIA is available at: [Register | Regulation and Quality Improvement Authority](#).

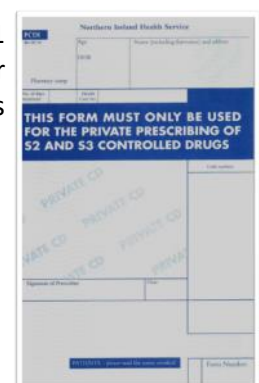
Doctors - GMC	https://www.gmc-uk.org/
Dentists - GDC	https://www.gdc-uk.org/
Nurses - NMC	Search the register - The Nursing and Midwifery Council
Pharmacists - PSNI / GPhC	Search the Register Search our register for a pharmacist General Pharmaceutical Council
NMPs e.g. Paramedics - HCPC	Check the Register and find a registered health and care professional The HCPC

PCD1—NI Private CD Prescription Form

To privately prescribe Schedule 2 and 3 CDs, prescribers based in NI must apply for PCD1 forms. On consideration and approval, the prescriber is issued with a private cipher number for each clinic address. PCD1s are prescriber and clinic address specific. PCD1s cannot be signed by another prescriber and cannot be used at any other clinic address.

PCD1 prescription forms:

- **MUST** be used to prescribe Schedule 2 or 3 by prescribers based in NI
 - **CAN ONLY** be signed by the prescriber whose name is printed on the PCD1 form
 - **CAN ONLY** be used at the clinic address printed on the PCD1 form
 - The **ORIGINAL** PCD1 form (not a copy) **MUST** be submitted to BSO
- Prescribers must apply and be approved for PCD1 prescription forms.



Controlled Drugs Private Stock Requisitions (CDRF1s)

CDRF1 requisition forms **MUST** be used to obtain private CD stock for Schedule 2 or 3 by practitioners based in NI. The **ORIGINAL** form **MUST** be submitted to BSO.

EXCEPTION: CDRF1 forms used by Veterinary Surgeons to obtain CD stock and those relating to inter-pharmacy stock transfers are not required to be submitted to BSO.

Note: Paramedics must present their controlled drugs licence to allow the pharmacist to confirm the paramedic's authority to be supplied with controlled drugs see [Letter Regarding Supplies To Paramedics July 2024 – Primary Care Intranet](#)

CDRF1 forms MUST be fully completed (Parts 1, 2 & 3):

PART ONE

Purchaser (Authorised Person)

The person ordering Schedule 2 or 3 CDs **MUST**:

- Write in capitals their name, occupation and professional registration number
- Write the name, address and telephone number of the employing organisation/premises where the CDs will be used
- Sign their name and enter the date in the correct boxes at the bottom of **Part One**.

Note: Requisitions for private hospitals/clinics **MUST be countersigned by a doctor (or dentist) working there**

PART TWO

Purchaser (Authorised Person)

The person ordering Schedule 2 or 3 CDs **MUST**

- Write the CDs to be ordered (including drug name in capitals, full details of strength, form and quantity). A new line should be used for each drug. An additional form should be used if necessary
- Indicate the purpose for which the drug(s) are required

Supplier (community pharmacist)

The person/organisation supplying the CDs (e.g. community pharmacy, wholesaler) **MUST**:

- Check that the purchaser has completed all relevant sections correctly
- Check the purchaser is authorised to possess the CDs ordered and that the CDRF1 is a genuine and original document

PART THREE

Supplier (community pharmacist) & Purchaser/Messenger

The person/organisation supplying the CDs **MUST**:

- Write the name and address of their own organisation (a stamp is acceptable if legible and includes all details)
- Tick the box** to confirm that they are authorised to supply CDs in this way and that they have confirmed the purchaser is authorised to possess the CDs ordered on the requisition
- Write their name and role (in capitals), **sign and enter the date of supply in the relevant boxes**
- Request the person collecting the CD **SIGN AND DATE THE FORM**
- Where a messenger is used to collect the CDs TICK THE BOX to confirm a written authorisation has been received from the authorised person empowering the messenger to receive the CDs on their behalf**

NOTE: the use of messengers is not recommended

Appendix 1 **SAMPLE ONLY** CDRF1

Business Services Health and Social Care
Organisation in Northern Ireland

Northern Ireland Controlled Drug Stock Requisition Form (Schedules 2 & 3)
The guidance notes on the reverse should be read before completion. All sections must be completed using indelible ink.

Part One - Details of Purchaser

Name of Authorised Person (capitals)
Occupation (capitals)
Professional Registration Number (e.g. GMC/SCC/HC if applicable)
Details of organisation(s) where drugs may be used
Name
Address
Contact Telephone Number
Signature of Authorised Person Date
Counter Signature (if required - see guidance notes) Date

Part Two - Details of Controlled Drugs Requested

Drug Name (in capitals)	Full details of Strength	Form	Quantity

Purpose for which drugs are to be used Tick in box (provide v)

1 For use in hospital practice	2 For use in dental practice
3 For use in independent hospitals/clinics	4 For academic use
5 For use in veterinary practice	6 Other (please state reason briefly below)

Part Three - Details of Supplier and Person Collecting Controlled Drugs

Name & Address of Supplier (Legible Stamp acceptable)
I confirm that I am authorised to supply controlled drugs in this way and have checked that the purchaser is authorised to possess the controlled drugs ordered above
Name & Role of Person Supplying (Capitals)
Signature of Person Supplying Date
Signature of Person collecting/forwarding CDs Date
If CDs are not collected/received by the authorised person, supplier must provide a written statement confirming the purchaser is empowered to collect/receive the CDs on their behalf.
For record keeping purposes, provide the person collecting/forwarding CDs with a copy of the completed form.

REFERENCE NUMBER

Private Controlled Drugs Incidents

All incidents and concerns regarding CDs including private prescriptions and requisitions must be reported as soon as possible to the Controlled Drugs Accountable Officer (CDAO) via the online CD portal: www.cdreporting.co.uk see [How To](#). This will automatically notify the Medicines Regulatory Group (MRG).

SPPG regularly review private CD prescriptions and stock requisitions for Schedule 2 & 3 CDs submitted to BSO on behalf of the DoH CDAO to comply with [the legislation](#). Common themes that required follow up with the dispensing community pharmacy are detailed below, further information is available at [Controlled drugs | Department of Health](#).

The CDAO (ControlledDrugsAccountableOfficer@health-ni.gov.uk) and MRG (mrg_inspectors@health-ni.gov.uk) may also be contacted using the relevant email address as required.

Private Schedule 2 & 3 CD Prescription Forms - issues identified from monitoring

- **Headed paper used instead of correct form** — PCD1 or UK region equivalent forms (see page 1) must be used to prescribe
- **No prescriber profession noted on the form** — The prescription must have an indication of the type of appropriate prescriber e.g. nurse, dentist
- **No professional registration number noted on the form** — The prescription must specify the identification number of the person issuing it
- **No supply date** — The date the pharmacy supplies the CD must be endorsed on the prescription
- **Prescription expired** — Schedule 2 & 3 CDs prescription are valid for 28 days from the appropriate date noted by the prescriber
- **Prescriber outside UK** — Pharmacists cannot dispense a Schedule 1, 2 or 3 CD against a prescription issued by a prescriber outside the UK
- **Photocopy submitted to BSO** — The ORIGINAL form must be submitted to BSO not a copy

For further information see [Private prescribing and requirements for prescriptions – Primary Care Intranet](#)

CDRF1 Requisition Forms

- issues identified from monitoring

- **Incorrect form used** — CDRF1 forms must be used to order CD stock e.g. for ships, sports clubs, dental practices
- **Non authorised practitioner ordering stock** — The person ordering the stock must be an authorised practitioner. Check the relevant professional register
- **Part 3 not completed** — CDRF1 all parts 1, 2, and 3 must be fully completed
- **Part 3 messenger box not completed** — A written authorisation must be provided from the authorised person empowering the messenger to receive the CDs on their behalf
- **Inter pharmacy transfer submitted to BSO** — The ORIGINAL form must be submitted to BSO except veterinary and inter pharmacy transfers

Note: Paramedics must present their controlled drugs licence to allow the pharmacist to confirm the paramedic's authority to be supplied with controlled drugs see [Letter Regarding Supplies To Paramedics July 2024 – Primary Care Intranet](#)

Electronic Controlled Drug Prescriptions

Pharmacists **CANNOT** dispense a controlled drug, listed in **Schedule 1, 2 or 3** to the Misuse of Drugs Regulations (Northern Ireland) 2002, against an electronic prescription issued by a UK prescriber or issued by an approved country health professional. For further information

For private Schedule 4 & 5 CDs prescriptions issued by prescribers outside the UK the pharmacist must ensure:

- was issued by an approved professional in an approved country by reference to the approved professions and approved countries lists see [MRG letter](#)
- meets legal requirements as set out in the Human Medicine Regulations 2012. Ensure that the name, professional qualifications and contact details of the prescriber are clearly stated on the prescription along with the name of the country in which the prescription was issued

Travelling with Controlled Drugs

The [DoH](#) has issued a strong recommendation that, as good practice, the quantity of Schedule 2, 3 and 4 CDs prescribed should not exceed 30 days' supply.

In exceptional circumstances, where the prescriber believes that a supply of more than 30 days is clinically indicated and would not pose an unacceptable risk to patient safety, the prescriber may issue more than 30 days supply.

In relation to Schedule 2, 3, 4 and 5 CDs travelling out of the UK. Patients should be advised to contact the relevant authorities in each country for advice on the legal requirements regarding movement of CDs to and from the UK, this includes travelling within Ireland.

A Home Office personal import/export licence is required if a traveller is carrying a supply of CDs (into or out of the UK) that will last more than 3 months or will be travelling with CDs for 3 months or more. Further information is available at <https://www.gov.uk/travelling-controlled-drugs>.



Record Keeping



Pharmacies must keep appropriate records of private transactions involving all schedules of CD and these must be retained in the pharmacy. Schedule 2 CDs must be recorded in the CD register. In addition, all Schedule 2 and 3 CD prescriptions must be endorsed with the date of supply at the time of supply.

All private prescriptions or requisitions for Schedule 4 or 5 CDs must also be retained in the pharmacy in accordance with Regulation 253 of the Human Medicine Regulations 2012.

Further Information

Further information and guidance on the management of controlled drugs is available on the Department of Health and SPPG websites, correspondence issued to community pharmacies is available on the Primary Care Intranet:

- [Controlled drugs | Department of Health](#)
- [Accountable Officer | Department of Health](#)
- [Controlled Drugs - DOH/HSCNI Strategic Planning and Performance Group \(SPPG\)](#)
- [Controlled Drugs – Primary Care Intranet](#)



This newsletter has been produced for community pharmacies by the DoH Strategic Planning and Performance Group Regional Pharmacy and Medicines Management Team. If you have any queries or require further information on the contents, please contact one of the [Pharmacy Advisers](#).

Every effort has been made to ensure that the information included in this newsletter is correct at the time of publication. Throughout the newsletter, external links are provided to other sites. These links are provided to improve access to information and exist only for the convenience of readers of the Newsletter; SPPG cannot accept responsibility for their content. The SPPG does not necessarily endorse the views expressed within these external websites. We cannot guarantee that these links will work all of the time and we have no control over the availability of the linked pages. This newsletter is not to be used for commercial purposes.