

Management and control of prescription forms

Aide-mémoire for prescribers

- Be aware that blank prescription forms in the wrong hands are like a blank cheque with an extremely high street value
- To reduce the risk of fraudulent misuse, blank prescriptions should never be pre-signed.
- Prescribers should keep a record of the serial numbers of prescription forms issued to them. The first and last serial numbers of pads should be recorded.
- Prescribers should be encouraged to use prescription forms in number sequence order to aid tracking of usage, should a potential loss occur
- Prescription form stock held by prescribers should always be stored securely when not in use.
- Prescribers using the FP10PCD forms should exercise extra caution as there is greater potential for misuse of these forms.
- Patients, temporary staff and visitors should never be left alone with prescription forms or allowed into secure areas where forms are stored.
- Prescribers working in the community should take suitable precautions to prevent any incident involving the prescription forms. They should:
 - Record the serial numbers of any prescription forms/pads they are carrying.
 - Take only a small number of prescription forms with them (no more than 10).
 - Keep prescription forms out of sight when not in use.
 - Not leave any prescription forms in vehicles overnight.
 - Never leave blank or signed forms at patients' homes, care homes or community pharmacies.
- Personalised forms which are no longer in use should be securely destroyed (e.g. by shredding) before being put into confidential waste, with appropriate records kept.
- Spoiled or cancelled prescription forms should be retained for audit purposes.
- Any suspected fraud incident involving prescriptions should be reported to either the Fraud and Corruption Reporting Line 0800 028 4060 or via the online reporting system at <https://cfa.nhs.uk/reportfraud>