

**To healthcare professionals in  
Yorkshire & the Humber:  
Community Pharmacies,  
Dental practices,  
GP practices  
Health & Justice Commissioned  
Services  
Private prescribers  
CD LIN members**

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2<sup>nd</sup> December 2015

Dear Colleague,

**Re: Controlled Drugs: Approved Mandatory Requisition Form and Home Office approved wording (Publications Gateway Reference No.04371)**

From 30 November 2015 health professionals obtaining supplies of schedule 2 and schedule 3 controlled drugs in the community must use a new mandatory FP10CDF CD requisition form. The form must be used only when stocks of the relevant controlled drugs are to be obtained in the community, including wholesalers. The scope of the form includes pharmacy to pharmacy transfer of stocks.

The new approved requisition form, in electronic format, is available on the NHS Business Services Authority website at: <http://www.nhsbsa.nhs.uk/PrescriptionServices/1120.aspx>. This form can be downloaded, completed and printed or downloaded and saved locally. **Requisitions not received on this mandatory form after 30th November 2015 cannot be accepted.**

These changes do not impact on the responsibility placed on suppliers under the 2001 Misuse of Drugs Regulations to ensure that the person requisitioning controlled drugs is either authorised under the 2001 Regulations, or has a Home Office license, which entitles them to possess the relevant controlled drugs.

Additionally, the Home Office has approved new wording for instalment prescribing. The new wording can be used immediately and can also be 'mixed and matched' to express the prescriber's intention. However, as usual, where this intention is not clear it may be necessary, subject to the professional judgment of pharmacy teams and dispensers, to contact the prescriber.

Further information regarding the new mandatory requisition form and the new Home Office wording for instalment prescriptions together with further information regarding the legislative background, policy context and specifics of the changes can be found at [Home Office Circular \(027/2015\)](#).

GP practices may be interested to hear that the CQC's CD GP myth-buster has also been updated to include the recent legislation changes and can be found on their website at: <http://www.cqc.org.uk/content/nigels-surgery-28-management-controlled-drugs>

Please ensure the approved mandatory requisition form and Home Office approved wording are brought to the attention of relevant individuals within your organisations and where relevant your commissioned services and that plans are in place to ensure the legislative changes are adopted.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Gillian Laurence'.

Gillian Laurence  
Head of Clinical Strategy and Controlled Drugs Accountable Officer (Yorkshire & the Humber)