

Checklist on the Storage and Record-keeping of Dangerous Drugs (D.D.)

Authorized person

- registered doctors, dentists and veterinary surgeons
- registered pharmacists or approved persons employed at prescribed hospitals specified in the Second Schedule to the Dangerous Drugs Ordinance
- persons in charge of certain laboratories

Storage

- D.D. was kept in a locked receptacle
- The receptacle can only be opened by the person authorized

Record-keeping

- A "Dangerous Drugs Register" in which all transactions of dangerous drugs were recorded.
- The format of the Register complies to that fixed by the Ordinance. (Refer to "First Schedule – Form of Register" below)
- A separate Dangerous Drugs Register, or a different page of the same Register for each dangerous drug.
- The name of the dangerous drug preparation and (where applicable) the strength or concentration of the preparation was written at the head of each page of the Register.
- Every receipt or supply of a dangerous drug were recorded, in indelible ink, on the day of the transaction or, if this is not practicable, on the following day.
- No cancellation or alteration of any record. Corrections were made by means of a marginal note or footnote and must be dated.
- If a registered doctor, dentist or veterinary surgeon practises in more than one clinic from which dangerous drugs are supplied, a separate set of registers must be kept and used in each clinic.
- All used registers were kept in the clinic for 2 years from the date on which the last entry was made.

Disposal

- All overdue DD should be disposed appropriately

FIRST SCHEDULE

FORM OF REGISTER

Date of receipt/ supply	Name and address of person* or firm from whom received/to whom supplied	Patient's identity card number#	Amount		Invoice No.	Balance
			received	supplied		

* Cross reference of the person to whom supplied may be made in which case only the reference number of the person's treatment record needs to be given.

For a patient who is not resident in Hong Kong, the reference number of any proof of identity, other than an identity card, specified in section 17B(1) of the Immigration Ordinance (Cap. 115) shall be inserted.