

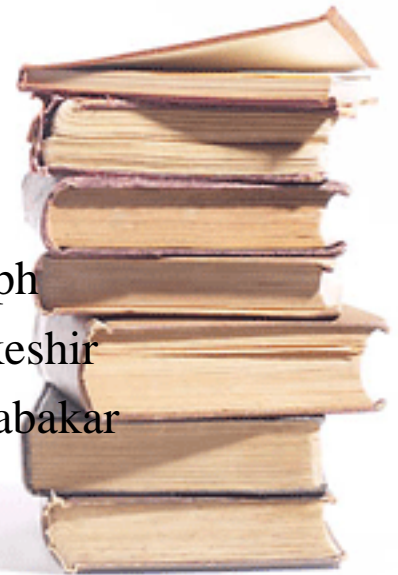
Management of Narcotic Drugs

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What are Narcotics?

Narcotics are a class of drugs that produces

- Analgesia (pain relief)
- Narcosis (state of stupor or sleep)
- Addiction (physical dependence on the drug)

In some people narcotics also produce euphoria (a feeling of great elation)



Description of Laws governing Narcotics

- The Drugs & Cosmetics Act 1940
- The Narcotic and Psychotropic Substance Act 1985
- Strict adherence to instructions issued by the State Government Authorities



Definition of Categories

Controlled (Scheduled) Drug

- A controlled (scheduled) drug is one whose use and distribution is tightly controlled because of its abuse potential or risk. Narcotic Drugs and Psychotropic Substances Act (NDPS) 1985 limits the use of these agents for medicinal purposes.

Narcotic Drugs

- Narcotic drugs include all dosage forms of opioid derivatives such as Morphine, Pethidine, Fentanyl and Sufentanil which require a license from the regulatory authority.

Psychotropic Drugs

- Psychotropic drugs (e.g. other opioid derivatives like Pentazocine, Tramadol; Benzodiazepine group like Midazolam, Diazepam, Alprazolam etc.)

Process - Obtaining License

**License pre requisites to be fulfilled
(e.g. Hospital Pharmacy License
Form 20 & 21)**

**Application of narcotics license to be
made by the Admin Head to the
appropriate authority once Pharmacy
license is received. Acknowledgement
to be maintained in unit records.**

**Application status to be followed
up by unit and status update to be
communicated to FD regularly.**

Recognition of Medical Institutions is as per Narcotic Drugs and Psychotropic Substances (Third Amendment) Rules 2016

Apply

Form No. 3F

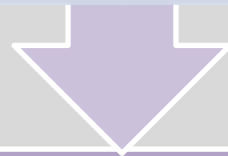
to the Controller of Drugs



Action

Form No. 3G

Issued By the Controller of Drugs for a
period not exceeding 3 years within 60 days



Renewal

at least 60 days before expiry of prior
permission

to the Controller of Drugs

Designated Medical Practitioner

- Every recognized medical institution shall designate one or more registered medical practitioner who has undergone training in pain relief and palliative care for prescription of essential narcotic drugs for pain relief and palliative care or training in opioid substitution therapy for prescription of essential narcotic drugs for treatment of opioid dependence, who shall prescribe and dispense essential narcotic drugs.
- b. When more than one registered medical practitioner is designated, one of them shall be designated as over-all in charge.
- The name of the designated medical practitioner or the over-all in charge, as the case may be, shall be endorsed on the Certificate of Recognition by the Controller of Drugs.
- Any change in the DMP to be notified within 7 days for endorsement.



Estimation of Requirement

- by 30th November every year, the Recognized Medical Institute shall submit an estimate of its annual requirement of Narcotics for the next year.
- If the requirement of a Recognized Medical Institution exceeds (or is likely to exceed) the annual estimate submitted to the Controller of Drugs, it shall submit a revised estimate by the 31st August

The procurement is handled by the Pharmacy in accordance with various rules including those of the Excise Department.



Storage & Documentation

- All Narcotic drugs will be stored/ kept in lock cupboards .
- Strict accounting of Narcotic Drugs shall be maintained. All entries in the records should be clear & legible & there should be no overwriting or use of whitener. In case of a wrong entry, it should be struck off with a single line and be counter signed.
- Proper environmental control should be there.
- A designated Pharmacist shall do daily physical stock verification and a strict ledger to be maintained.
- Strict Daily accounting of all Narcotic drugs will be observed in the Pharmacy by the Registered Medical Institution in Form 3H in addition to the above mentioned Stock Register/ Ledger.



Secondary Locations

- A limited stock can be loaned from the pharmacy and documented strictly.
- Once the stock is approved, a laminated copy of this form is to be displayed on the inside of the Narcotics cupboard.
- The Charge nurse / Nursing Supervisor / OT In-charge / Technician of respective patient care area shall be responsible for strict daily accounting.



Indenting, Dispensing & Administration of Narcotic Drugs

- For OPD patient's Form 112 is to be used.
- In IPD for indenting & maintaining strict accounting of Narcotic drugs, 'Patient Narcotics Sheet' (self-carbon triplicate sheets in book form), will be maintained in each Patient Area (in both Secondary & Non Secondary Locations) where Narcotics are prescribed and used.
- The 'Patient Narcotics Sheet' is a detailed sheet which has 4 sections & includes:
 - Form 3E (Details of the Patient to whom essential Narcotic Drug Dispensed)
 - Prescription for Narcotics
 - Administration cum Indent Form and
 - Return Slip



Indenting & Dispensing of Narcotic Drugs

- For Narcotics to be prescribed for a patient, a fresh 'Patient Narcotics Sheet' (self-carbon triplicate sheets in book form), annexed as shall be initiated by Nurse every day in the patient area by recording the Patient's IPID Number in the Registration Section of the Form 3E.
- Buffer stock shall be maintained in secondary locations for immediate use by the nurse in charge and the records shall be maintained by the nurse in charge.
- The replacement has to be ordered in the name of the patient to whom the Narcotic has been dispensed by filling the relevant sheet Form 3E.
- The Nurse shall then record the Date, the Patient's Name and Complete Postal Address with contact details *OR IPID/UHID of the patient in the Form 3E section.*
- The Doctor shall record the Brief description of the illness.



- The Doctor shall fill the details regarding the Narcotic Drugs Prescribed {Dosage Form, Drug Name, Dose, Frequency, Route of Administration, & period of consumption (One Day) of the prescribed Narcotic}, in the Prescription section of the form. Multiple drugs may be prescribed on the same Prescription
- The Doctor shall then put his/her Signature, Full Name & Registration Number.
- The Nurse shall, from the above prescription, record the Dosage Form, Drug Name, Dose prescribed, & the Route of Administration or each single dose (i.e. for each Injection/Tab/Patch), in separate rows in the Indent cum Administration section.



Counter Check of Patient Narcotic Book & Narcotic Drug Daily Count Register

The Patient Narcotic Sheets in The Patient Narcotic Book shall be checked on each working day for completion, by the Morning Duty Nursing Supervisor (may be done by OT Manager for OT), who shall accord his/her signature after checking



Disposal/Return of Narcotic Drugs

- Small quantity if left over after administration of drug will be disposed off in flowing water (preferably in hopper going into ETP/STP) in the presence of another Nurse/person and the same shall be documented in the ‘Patient Narcotics Book’ (Book containing serially numbered self-carbon triplicate sheets), annexed as



Audits

- Audits
- Pharmacy will perform an audit of Secondary Locations at least once a month (ANNEXURE-13) to ensure compliance with proper storage and inventory management of Narcotic drugs
- Units shall undertake monthly self-assessment to ensure compliance with this policy



Thank You

