

Section H: Transport

		Evidence / Details	Yes / No
Q1	Do you have a SOP in place for transporting controlled drugs?	Yes - Controlled Drug Transfer. Controlled Drugs are generally only transported to other bases within the organisation. The CD's for transportation are signed out of the CD book by two staff and once received are signed in by two members of staff. This is also	Yes
Q2	Does your policy on CDs in transit include storage requirements, security and recording documentation?	Advised that this is covered within the SOP	Yes
Q3	Is there a full audit trail for all CDs during transit?	Yes - recorded in and out of CD books and signed by two staff members	Yes
Q4	For all staff involved with the transit of CDs, are they trained and if appropriate have current DBS checks in place?	All staff have and require Enhanced DBS checks	Yes
Q5	Have you considered the extra governance arrangements for transporting CDs including prescriptions if couriers, taxis or equivalent services are used?	Yes - if a large quantity of controlled drug medication is to be transported that a specialist courier service is utilised.	Yes
Q6	Are you aware of Royal Mail's requirements in relation to sending prescription medicines through the postal system?	Confirmed Royal mail is not used	Not applicable