



GIG  
CYMRU  
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WALES

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[REDACTED]  
Kaleidoscope  
Resolven House  
St Mellons Business Park  
Fortran Road  
St Mellons  
CF3 0EY

26<sup>th</sup> June 2023

Dear [REDACTED]

Many thanks for meeting with [REDACTED] and co-operating in the inspection process.

The visit has assured me that Kaleidoscope has suitable governance systems in place for the management of controlled drugs at the Cardiff site. There are a few small areas for improvement which were identified in the inspection that would need to be considered and incorporated into your standard operating procedures: -

- Audits of controlled drug stationary
- Procedure to be followed if clients decline a full dose

I appreciate that it was reported this has never happened but staff need to be aware of how to dispose of the remaining drugs should the client not take them and also how to record such cases on the electronic systems and within the controlled drugs register.

- Application for T28 exemption certificate

A T28 certificate is required if you destroy any controlled drugs on the premises. It can be obtained easily from the National Environmental Agency at the following link

[Natural Resources Wales / Register or renew your waste exemptions](#)

Although [REDACTED] did not go into too much detail you also need to ensure that appropriate destruction kits are available for the disposal of destroyed controlled drugs.

Within the next 3 months I will be coming to personally thank you for co-operating with us and will also take the opportunity to review your destruction SOP to ensure it incorporates the points listed above. It is also worth reviewing the Gosport report to see if there is anything applicable to your area of work that needs to be incorporated into your processes and procedure.

I look forward to your regular attendance at the LIN in the future.

Yours sincerely

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Cc 