Flow Chart for the Lost or Stolen Prescription Pads and Forms – all localities

Are you sure the pad or forms are lost or stolen?

No

Retrace your steps and double check to avoid unnecessary disruption.

Yes

The pad holder must inform the police of the details i.e. approximate number of prescriptions, the address on the pad or forms, the Trust code (beginning RX2), the serial numbers, where and when the pads or forms may have been lost or stolen and the pad holder’s contact details. Record the incident number that will be provided by the police. If theft is strongly suspected, the police should be asked to investigate asap.

At the earliest opportunity contact Ray Lyon on 07833 527412 or in his absence Jed Hewitt on 01323 444108. If both unavailable, contact Graham Brown on 07825 118323 (CAMHS teams only) or Ashleigh Bradley (Adult Services community teams only) or your local mental health pharmacy team (all other services).

The pad holder must then inform their locality manager and complete a Trust Incident Form at the earliest opportunity, including the Police Incident Number provided by the police.

Ray Lyon or a deputy will then decide on the best course of action to minimize the immediate risk and whether the Trust’s Security Management Specialist (tracy.clarke@sussexpartnership.nhs.uk) or Counter Fraud need to be involved.

Counter Fraud only usually get involved once someone has tried to use a stolen script to obtain drugs fraudulently.

The pad holder, locality manager and the Chief Pharmacist must meet/have a conference call to decide how best to avoid a repeat incident occurring.