

Section 9 - Retention of Documents

Further guidance regarding the retention of medicine related records can be found on the NHS England Specialist Pharmacy Service website <https://www.sps.nhs.uk/articles/retaining-and-storing-pharmacy-records-in-england/>

Confidentiality should be ensured at every stage of the documentation cycle, including its destruction.

1 Retention of Documents by Wards & Departments

1.1 Individual Patient Prescriptions & Recording Sheets

All medication prescription forms, including parenteral nutrition, chemotherapy, subsidiary prescription forms/sheets, recording and administration sheets etc. must be filed in the patient's case notes.

1.2 Ward / Department Controlled Drug books

- Completed Controlled Drug Order Books and Controlled Drug Record Books must be retained in the ward/department for a period of 2 years from the last date of entry.
- Completed Patients' Own Controlled Drug Record Books must be retained in the ward/department for a period of 7 years from the last date of entry.
- Ward Controlled Drug Order Books and Record Books must be available at all times for inspection by authorised staff.

1.3 Ward / Department Indent Books

Completed ward/department medicine indent books should be retained by the ward for 1 year from the last date of entry.

2. Retention of Documents by Pharmacy

2.1 Individual patient prescription forms i.e. discharge, pass and out-patient prescriptions including controlled drug prescriptions.

Copies of all prescriptions presented to pharmacy must be retained by pharmacy for 2 years.

2.2 Prescriptions for Immunoglobulins and blood products - The record of product supplied must be retained for 30 years to allow full traceability of all blood product use.

2.3 Unlicensed Medicines - Dispensing/supply record must be retained for 5 years.

SECTION 9 - RETENTION OF DOCUMENTS

- 2.4 **Parenteral Nutrition prescriptions** - The original prescription must be kept in the patient's notes. The pharmacy copy must be retained by pharmacy for 2 years.
- 2.5 **Systemic Anti-Cancer Therapy (SACT) prescriptions** - The original prescription must be kept in the patient's notes. The pharmacy copy must be retained by pharmacy for 2 years after last chemotherapy treatment.
- 2.6 **Controlled Drug Registers, including Controlled Drug Destruction Record** - must be retained for 7 years from the date of the last entry
- 2.7 **Clinical Trial Prescriptions** – individual trial protocols will determine the record keeping arrangement for that trial.
- 2.8 **Pharmacy Manufacturing Worksheets.**

Type of worksheet	Recommended min period	Comments
Paediatric	28 years	Product liability extends to up to 28years
SACT/aseptic	11 years	Product liability extend to 11years after expiry
Parenteral nutrition	11 years	Product liability extend to 11years after expiry
Extemp dispensing record	11 years	Product liability extend to 11years after expiry