

NHS England & NHS Improvement (South West)

Submitting your Quarterly Controlled Drugs Occurrence Report (as required by [Regulation 14](#) of the Controlled Drugs (Supervision of Management and Use) Regulations 2013)

The lead CDAO for NHS England South West requests these each quarter, in accordance with the policy of NHS England, and the regulations.

Please submit these reports each quarter using this website: www.cdreporting.co.uk. This website is maintained by our colleagues at NHS England (North West). Any technical queries in relation the use of this website can be sent direct to them at england.controlleddrugs@nhs.net or by phone - 0113 825 5238.

The reports are submitted on behalf of each organisation's CDAO. They do not need to be completed by the CDAO themselves – the task can be delegated. The report captures the name of both the CDAO and the person submitting the report.

Step by step guide:

1. Log-in to www.cdreporting.co.uk (register if necessary).
2. Click on 'Reporting forms' (see below)

Reporting Forms

Facilities: Incident & Concerns, Annual Declarations, Destructions & Quarterly Occurrences



3. Click on 'Quarterly occurrences' (see below)

[Quarterly Occurrences](#)

To be completed by a CDAO of a Designated Body quarterly.



- 4.
- a. If you have not had any controlled drugs incidents submitted in the relevant quarter you will need to submit a 'nil report', in which case please click on:

[NIL Report](#)

Where **zero** incidents occurred.



- b. If, on the other hand you had controlled drugs incidents submitted in the relevant quarter you will need to log your incidents, in which case please click on:

[Log incidents](#)

Where **one or more** incidents have occurred.



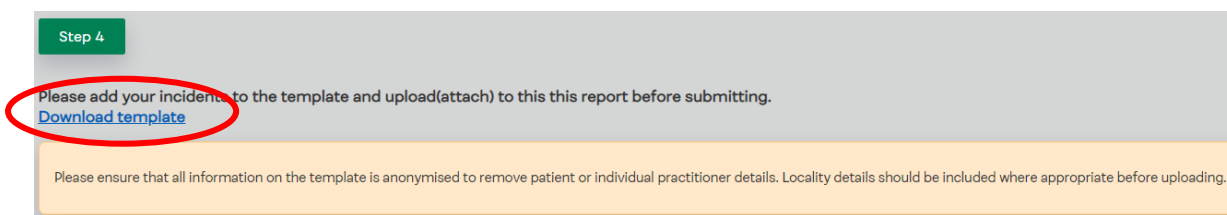
5. Both reports require that you select your organisation and name your CDAO. The Local Intelligence Network is 'South West England'. Add the quarter and year from the drop-down menus.

- 6.
- a. **For a Nil report** you now only need answer the questions on the page and then submit the report. While doing this, please tell us about any good practice you can share – celebrate your successes!

What good practice have you implemented this quarter?

- b. **To log incidents**, you will then need to fill in the risk matrix table and state how many incident reports you have had from each category, and what level of risk these were assessed at.

7. You then need to download the template Excel spreadsheet by clicking on the link:



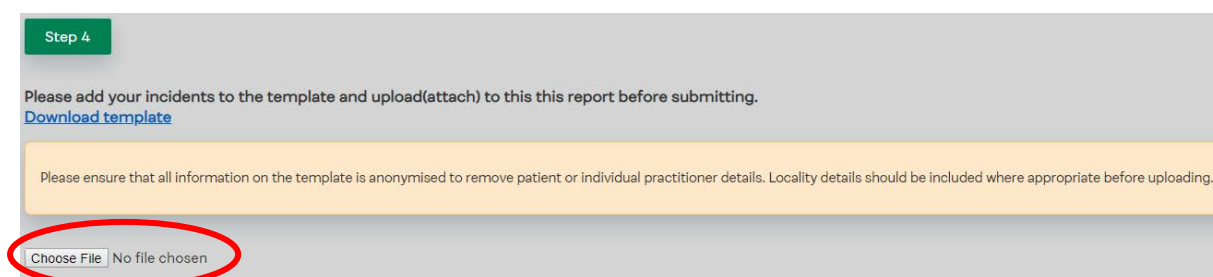
8. This Excel spreadsheet then need to be completed with details of your incidents.

- We require this detail for all incidents rated as high or extreme risk. You do not need to complete this for other incidents, but we will gladly receive any learning that you can share.

Users of Datix should be able to run a report that provides the information needed for the columns in this spreadsheet such that they can be copied and pasted across.

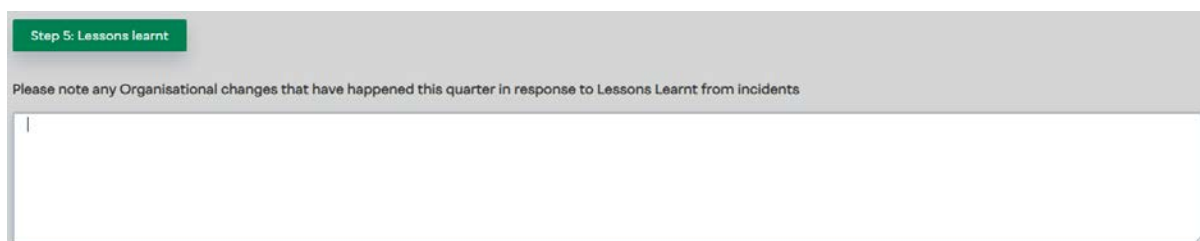
The spreadsheet asks for the name and e-mail address of the reporter. This information is not shared outside of NHS England & NHS Improvement, but you may wish to state the e-mail address of your CDAO or MSO here instead.

9. The completed spreadsheet should be saved locally on your network, and then uploaded to the website. Click this link to upload:



10. You can then select the correct file on your network to upload.

11. Tell us about any good practice you can share – celebrate your successes!



12. Answer the remaining questions and submit the report.

If you have any non-technical queries (i.e. relating to the report itself, rather than its submission via the website, then please do get in touch with the South West Controlled Drugs Team at england.southwestcontrolleddrugs@nhs.net.

V3.0 – January 2020

Jon Hayhurst