



FEDERAL MINISTRY OF HEALTH

Form K1 - Hospital: Disposal of Controlled Medicines Book



DISCLAIMER

This tool was prepared by Technical Working Group members from Federal Ministry of Health (FMoH), Pharmacists Council of Nigeria (PCN) and National Agency for Food and Drug Administration and Control (NAFDAC) with funding from the European Union (EU), under the framework of the Project “Response to Drugs and Related Organized Crime in Nigeria, implemented by the United Nations Office on Drugs and Crime (UNODC). This booklet does not reflect the views of either the EU or UNODC.



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RESPONSE TO DRUGS AND RELATED ORGANISED CRIME IN NIGERIA

Introduction

IMPROVED AND STANDARDIZED RECORD KEEPING AND INVENTORY MANAGEMENT TOOLS FOR CONTROLLED MEDICINES

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Similarly, there exist National Guidelines for Quantification of Narcotic Medicines and National Guidelines on Estimation of Psychotropic Substances and Precursors. These two (02) Guidelines aim to standardize quantification practices and also assure realistic and evidence-based estimates of controlled medicines for medical and scientific uses in Nigeria.

However, findings from practice experiences, field studies and surveys have shown that most of the record keeping and inventory management tools were deficient to provide adequate and reliable data for quantification and estimation processes.

Over the years, issues around poor inventory management, defective/inefficient record keeping tools, improper completion of record keeping tools, non-availability of inventory management tools, scaring nomenclature of inventory management tools, et cetera, abound. All these have been associated with shortages, overages, expiration and leakages of controlled medicines, waste of financial resources and poor quality of care to patients who need the controlled medicines.

Good record/inventory management systems and practices are critical to ensure that adequate supply of controlled medicines

are available and accessible for medical and scientific uses while preventing diversion, abuse and trafficking.

It is therefore imperative to improve and standardize all existing record keeping and inventory management tools used in the documentation and monitoring of controlled medicines.

The management of these improved and standardized record keeping and inventory management tools will assure data quality and integrity, ascertain suitability of the tools in practice, and ensure accountability in the distribution and consumption of controlled medicines within the value chain.

This will ultimately enhance legible, accurate, up-to-date and timely records that will be useful for planning, quantification, procurement, distribution and use of controlled medicines in line with the provisions of the Poisons and Pharmacy Act Cap 535, LFN, 1990, which mandates that records of disposal of controlled medicines shall be kept appropriately in Disposal of Poisons Book (Form K).

Other statutory provisions relating to good record keeping and inventory management of controlled medicines are enshrined in the National Agency for Food and Drug Administration and Control (NAFDAC), Decree No. 15 of 1993 (Now Cap N1, LFN, 2004) and Food and Drug Act, Cap 150, LFN, 1990 (Now Cap F32, LFN 2004), Dangerous Drug Act, Cap 91 of 1990 as well as the National Drug Policy, 2021.

This statutory inventory and record keeping tool is expected to be deployed and put to use contemporaneously in Primary, Secondary and Tertiary Hospital Pharmacies and Wards.

Serial Number:

Form K1-Hospital: Disposal of Controlled Medicines Book

Name of Facility: _____

Location Address: _____

Name of Medicine/Strength/Dosage Form:

		
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FEDERAL MINISTRY OF HEALTH

Form K2 – Community Pharmacy: Disposal of
Controlled Medicines Book

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This statutory inventory and record keeping tool is expected to be deployed and put to use contemporaneously in Community Pharmacies.

Serial Number:

Form K2-Community Pharmacy: Disposal of Controlled Medicines Book

Name of Facility: _____

Location Address: _____

Name of Medicine/Strength/Dosage Form:

		
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FEDERAL MINISTRY OF HEALTH

Form K3 - Distributors and Wholesalers: Disposal
of Controlled Medicines Book

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This statutory inventory and record keeping tool is expected to be deployed and put to use contemporaneously by Distributors (Federal Central Medical Stores, Zonal Narcotics Stores, State Drug and Medical Consumable Agencies et cetera) and Wholesale Pharmacies.

Serial Number:

Form K3 - Distributors and Wholesalers: Disposal of Controlled Medicines Book

Name of Facility: _____

Location Address of Facility: _____

Type of Facility: _____

Name of Medicine/Strength/Dosage Form:

		
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Unit of issue: _____

[illegible]



FEDERAL MINISTRY OF HEALTH

Form K4 - Local Manufacturers: Disposal of Controlled Substances Book

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This statutory inventory and record keeping tool is expected to be deployed and put to use contemporaneously by local Manufacturers only for entries of disposal/use of controlled substances (API).

Serial Number:

Form K4 – Local Manufacturers: Disposal of Controlled Substances Book

Name and address of Local Manufacturer: _____

Name of Active Pharmaceutical Ingredient (API): _____

Batch No: _____ **Manufacturing Date:** _____ **Expiry Date:** _____

Country of Origin: _____

Quantity imported (kg): _____

[illegible]



FEDERAL MINISTRY OF HEALTH

Form K5 - Importers and Local Manufacturers:
Disposal of Controlled Medicines Book

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This statutory inventory and record keeping tool is expected to be deployed and put to use contemporaneously by local Manufacturers and Importers for entries tracking disposal of finished Controlled products.

Serial Number:

Form K5 – Importers and Local Manufacturers: Disposal of Controlled Medicines Book

Name and address of Importer/Local Manufacturer: _____

Name of Medicine/Strength/Dosage Form:

		
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Brand name: _____

Unit of Issue: _____

Country of Origin: _____

[illegible]



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Pharmacy Schedule I and Related Narcotics Records Book

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This statutory inventory and record keeping tool is expected to be deployed and put to use contemporaneously by bulk stores in Secondary and Tertiary Hospitals.

Serial Number:

Pharmacy Schedule I and Related Narcotics Records Book

Name of Facility: _____

Location Address: _____

Name of Medicine/Strength/Dosage Form:

		
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Unit of Issue: _____

[illegible]

FEDERAL MINISTRY OF HEALTH

Schedule I and Related Narcotics Order Book



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Serial Number: _____

FEDERAL MINISTRY OF HEALTH

Schedule I and Related Narcotics Order Book

Ward / Department / Facility: _____

S/N	Name and Dosage Form of Medicines	Strength	Quantity Required	Quantity Supplied	Batch No.	Expiry Date

Ordered by (Name / Signature of Unit Head and Date): _____

Supplied by (Name / Signature of Pharmacist and Date): _____

Received by (Name / Signature and Date): _____

Original to be retained in the Issuing Pharmacy

FEDERAL MINISTRY OF HEALTH

Bin Card for Controlled Substances/Medicines

Name of Facility: _____

Name of Controlled Substance or Medicine/Strength/Dosage Form: _____

Unit of issue: _____

Ledger Folio No.: _____

Maximum Stock: _____ Minimum Stock: _____ Re-Order Level: _____

Date	SRV/SIV/ Inv. No.	Received From/Issued to	Batch No.	Expiry date	Quantity Received	Quantity Issued	Losses	Adjustments		Stock Balance	Name & Signature	Remarks
								+ve	-ve			

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