

*The College is updating its documents to reflect the transition to regulation under the Health Professions Act and College Bylaws. The principles and requirements outlined in this document continue to apply to dentists and CDAs.*

## POLICY STATEMENT

### Prescribing and Dispensing Drugs

#### Preamble:

The College of Dental Surgeons of BC (College) policies and guidelines contain practice parameters and standards which should be considered by dentists and certified dental assistants in the care of their patients. It is important to note that these may be used by the College or other bodies in the province of British Columbia in determining whether appropriate standards of practice and professional responsibilities have been maintained.

#### I. Regulations

The federal and provincial laws and regulations governing the distribution of drugs by prescription in British Columbia are as follows:

- A. *Health Professions Act of British Columbia*
- B. *Food and Drugs Act of Canada*
- C. *Regulations to the Food and Drugs Act of Canada*
- D. *Controlled Drugs and Substances Act Regulations (formerly Narcotic Control Act)*
- E. *Pharmacists, Pharmacy Operations and Drug Scheduling Act of British Columbia*

Practitioners who can prescribe drugs under the *Health Professions Act of British Columbia* include dentists with a renewed registration or academic registration. Non-practising, retired or suspended practitioners, or those with a special permit for screening patients in long term care facilities, *cannot* prescribe drugs. Dentists must not prescribe any drugs for family or friends unless they are patients of record. Dentists must only prescribe drugs for patients of record if the drug is required to provide dental treatment for the patient.

#### II. Definitions

**Administration:** Provision of medications immediately preceding or during treatment, e.g., local anaesthetic

**"Child Resistant" Package:** A container that complies with the requirements of the Canadian Standards Association

**Controlled Drug:** Any drug or substance included in Schedule G to the *Regulations to the Food and Drugs Act of Canada*

**Dispense:** Means give, sell or provide medications including drugs purchased by the practitioner and/or samples, but does not include administration by or on behalf of the practitioner to a patient in the course of treatment.

**Drug Schedules to the *Pharmacists, Pharmacy Operations and Drug Scheduling Act of British Columbia*:** Alphabetical list of all drugs and their status in British Columbia

**Schedule I:** Require a prescription for sale and are provided to the public by a pharmacist following the diagnosis and professional intervention of a practitioner. The sale is controlled in a regulated environment as defined by provincial pharmacy legislation.

**Schedule IA:** Controlled Prescription Program drugs which may be sold by a pharmacist to a practitioner or on the prescription of a practitioner in accordance with Section B-19(16) of the bylaws to the *Pharmacists, Pharmacy Operations and Drug Scheduling Act*. The list of drugs covered by the program has been agreed to by all the participating organizations. Unless otherwise specified, both single-entity products and preparations or mixtures of the scheduled drugs require the use of duplicate prescription forms.

**Inspector:** A person designated by the Minister of Health Canada as an inspector for the purposes of the *Regulations to the Food and Drugs Act* and the *Controlled Drugs and Substances Act Regulations (formerly the Narcotic Control Act)*

**Minister:** Refers to the Minister of Health Canada

**Monitored Drug:** Any drug that requires a duplicate prescription

**Narcotic:** Any drug or substance included in the Schedules to the *Controlled Drugs and Substances Act Regulations (formerly the Narcotic Control Act)*

*DP Narcotic:* Any narcotic that requires a duplicate prescription

*Non-DP Narcotic:* Preparation containing only one narcotic drug plus two (or more) non-narcotic drugs in a therapeutic dose that does not require a duplicate prescription

**Practitioner:** A person who is registered and entitled under the laws of a province to practise the profession of medicine, dentistry or veterinary medicine

**Prescription:** A direction given by a practitioner that a stated amount of a drug be dispensed for the person named therein

**Schedule F to the *Regulations to the Food and Drugs Act*:** List of drugs other than narcotics and controlled drugs

**Schedule G to the *Food and Drugs Act*:** List of controlled drugs

**Controlled Prescription Program:** Monitoring program to help eliminate abuse and diversion of certain pharmaceutical drugs (DP)

### III. Controlled Prescription Program

The Controlled Prescription Program was established to prevent forgeries and reduce inappropriate prescribing of selected drugs. The list of drugs covered by the program has been agreed to by all participating organizations and is provided in Schedule IA to the *Pharmacists, Pharmacy Operations and Drug Scheduling Act*. Unless otherwise specified, both single-entity products and preparations or mixtures of the scheduled drugs require the use of duplicate prescription forms.

Note: As supplies of duplicate prescription forms are depleted, new duplicate forms are being introduced.

#### A. Prescribing Requirements: Duplicate Prescription Drugs

1. A practitioner may **prescribe** a duplicate prescription drug to a person if that person is a patient under the practitioner's professional care, if the drug is required for the condition for which the patient is receiving treatment, and if the treatment is within the practitioner's scope of practice or training.
2. A practitioner who wishes to prescribe a duplicate prescription drug must participate in the Controlled Prescription Program. Prescription forms are personalized and numerically recorded, and the prescription pad must be maintained intact in chronological order.
3. A practitioner who provides a duplicate prescription shall ensure that it includes the information required in pharmacy legislation. Prescribers are advised that failure to complete the prescription forms may result in rejection of the prescription by the pharmacist with resulting patient and prescriber inconvenience. The following information is required on the Controlled Prescription Program:
  - a. Prescriber's name, initials, address and College registration number
  - b. Patient's name, initials, address, sex and date of birth
  - c. Patient's personal health number (if available)
  - d. Name, quantity, strength and form of drug (only one drug may be presented on each prescription form)
  - e. Dosage instructions for use by the patient which shall include a specific frequency or interval or maximum daily dose
  - f. Date of prescription
  - g. Signature of practitioner
4. A practitioner shall record on the patient's chart the following information:
  - a. Date of prescription
  - b. Name, strength, quantity, and form of drug
  - c. Directions for use of the drug
  - d. Condition being treated and/or dental treatment provided

#### B. Dispensing Requirements: Duplicate Prescription Drugs

Registrants of the College of Dental Surgeons of British Columbia must not dispense (give, sell or provide) duplicate prescription drugs, unless such a registrant is classified as a "provider under the Pharmacare Program" as described in Section C below.

**C. Provider Under The Pharmacare Program**

In extenuating circumstances, individual practitioners can apply to Council for dispensing privileges for duplicate prescription drugs. If the application is approved, the dentist must register with the College of Pharmacists of British Columbia as a "provider under the Pharmacare Program" and must give written assurance that he/she will comply with the requirements of the *Pharmacists, Pharmacy Operations and Drug Scheduling Act* in the dispensing of medications.

**D. Administration Requirements**

1. A practitioner may administer duplicate prescription drugs to a person if that person is a patient under the practitioner's professional care, if the drug is required to provide treatment for a patient having dental procedures performed, and if the treatment is within the practitioner's scope of practice or training. (Drugs are administered immediately preceding or during treatment.)
2. A practitioner must keep a separate register for each duplicate prescription drug obtained for office use by prescription; such information to be provided upon request to the College or the Bureau of Drug Surveillance. The register should include the following:

General Information

- a. Name of drug
- b. Name of person who ordered drug
- c. Amount purchased
- d. Date received
- e. Duplicate prescription number
- f. Dates of periodic inventory (physical count of drugs)

Administration Information

- a. Date when drug was provided to patient
- b. Patient's name, address,
- c. Quantity administered
- d. Stock remaining
- e. Condition being treated and/or dental treatment provided
- f. Practitioner's name, initials and College registration number
- g. Name of person who supplied drug to patient

The College has developed a "Register of In-Office Duplicate Prescription Drugs" form which can be used to collect the required information. (See Appendix A)

**IV. Other Prescription (Schedule F) Drugs and Non-Duplicate Prescription Narcotics**

**A. Prescribing Requirements: Schedule F Drugs and Non-Duplicate Prescription Narcotics (e.g. Tylenol No. 3, Frosst 292)**

1. A practitioner may **prescribe** a drug for a person if that person is a patient under the practitioner's professional care, if the drug is required to provide treatment for a patient having dental procedures performed that are within the practitioner's scope of practice or training.

2. A practitioner shall give a written prescription to the patient or give a verbal prescription to a pharmacist chosen by the patient.
3. A practitioner who provides a written prescription shall ensure that the prescription includes:
  - a. Prescriber's name, initials, address, telephone number and College registration number.
  - b. Patient's name, initials and address (date of birth optional)
  - c. Name, quantity, strength and form of drug
  - d. Directions for use of drug
  - e. If the prescription can be refilled and how many times (only Schedule F drugs)
  - f. Date of prescription
  - g. Signature of practitioner
4. A practitioner who provides a verbal prescription must do so personally and shall ensure that the prescription includes:
  - a. Prescriber's name, initials, address, telephone number and College registration number
  - b. Patient's name, initials and address (date of birth optional)
  - c. Name, quantity, strength and form of drug
  - d. Directions for use of drug
  - e. If the prescription can be refilled and how many times (only Schedule F drugs)
5. A practitioner shall record on the patient's chart the following information:
  - a. Date of prescription and method (written or verbal)
  - b. Name, quantity, strength and form of drug
  - c. Directions for use of drug if copy of written prescription is not kept in the chart

**B. Dispensing Requirements: Schedule F Drugs and Non-Duplicate Prescription Narcotics (e.g. Tylenol No. 3, Frosst 292)**

1. A practitioner may dispense a drug to a person if that person is a patient under the practitioner's professional care, if the drug is required to provide treatment for a patient, having dental procedures performed that are within the practitioner's scope of practice or training.
2. A practitioner who **dispenses** a drug shall comply with all the federal and provincial laws relating to the storage, handling, distribution, labeling, packaging, and recording of information.
3. A practitioner shall **dispense** a prescription in a "child-resistant" package.
4. A practitioner shall **dispense** a prescription with a label containing the following information:
  - a. Name, address and telephone number of **dispensing** practitioner (and institution where applicable)
  - b. Dispensing date
  - c. Name of patient
  - d. Directions for use

- e. Identification of contents:
  - Proper, common or brand name of drug
  - Quantity and strength of drug
  - Name of manufacturer or DIN # (unless brand name is used)
- 5. A practitioner shall have a record of the particulars of the dispensing in the patient's chart including:
  - a. Date prescription dispensed
  - b. Name, quantity, strength and form of drug
  - c. Directions for use of drug

**C. Administration Requirements**

- 1. A practitioner may administer Schedule F Drugs or non-duplicate prescription narcotics to a person if that person is a patient under the practitioner's professional care, if the drug is required to provide treatment for a patient, having dental procedures performed that are within the practitioner's scope of practice or training. (Drugs are administered immediately preceding or during treatment.)
- 2. A practitioner must record the name, strength and dosage of the drug administered on the patient's chart.

**D. Register for "In-Office" Non-Duplicate Prescription Narcotics**

A practitioner must keep a separate register for each non-duplicate prescription narcotic obtained for office use by prescription, such information to be provided upon request to the College or the Bureau of Drug Surveillance. The register should include the following:

- 1. General Information
  - a. Name of drug
  - b. Name of person who ordered drug
  - c. Amount purchased
  - d. Date received
  - e. Prescription number (where applicable)
  - f. Dates of periodic inventory (physical count of drugs)
- 2. Dispensing/Administration Information
  - a. Date when drug was provided to patient
  - b. Patient's name, address, and date of birth
  - c. Quantity dispensed/administered
  - d. Stock remaining
  - e. Packaging for dispensing (provided in a labeled, child-proof container)
  - f. Condition being treated and/or dental treatment provided
  - g. Practitioner's name, initials and College registration number
  - h. Name of person who supplied drug to patient

The College has developed a "Register of In-Office Non-Duplicate Prescription Narcotics" form which can be used to collect the required information. (See Appendix B)

**V. Sedation and General Anaesthetic Drugs**

Sedation and general anaesthetic services in dentistry may only be provided by practitioners who have successfully completed a training program designed to produce competency in the specific modality of sedation or general anaesthetic utilized. Practitioners must follow the College's guidelines for sedation and general anaesthetic services, and where applicable, registration and/or accreditation requirements of the College must also be fulfilled. In addition, a practitioner must maintain a Narcotic and Controlled Drug Register as required by the Bureau of Drug Surveillance, Health Canada.

**VI. Local Anaesthetic Drugs**

The type of local anaesthetic, actual doses and patient response shall be documented in the patient's chart.



## REGISTER FOR "IN OFFICE" DUPLICATE PRESCRIPTION DRUGS

1. A practitioner must keep a separate register for each narcotic or controlled drug prescription obtained for office use which includes the following:

General Information	Administration Information
a. Name of drug	a. Date when drug was provided to patient
b. Name of person who ordered drug	b. Patient's name, address
c. Amount purchased	c. Quantity administered
d. Date received	d. Stock remaining
e. Prescription number (where applicable)	e. Condition being treated and/or dental treatment provided
f. Dates of periodic inventory (physical count of drugs)	f. Practitioner's name, initials and College registration number
	g. Name of person who administered drugs to patient

The College has developed a "Register of In-Office Duplicate Prescription Drugs" form which can be used to collect the required information.

2. A practitioner must provide access to records to authorized inspectors as outlined in the *Regulations to the Food and Drugs Act of Canada, Controlled Drugs and Substances Act Regulations (formerly Narcotic Control Act), Pharmacists, Pharmacy Operations and Drug Scheduling Act of British Columbia, and Health Professions Act of British Columbia*, and must:
- Furnish on request such information respecting (i) the receipt and use by the practitioner of narcotic and controlled drugs (including the administering and furnishing thereof to a person, i.e. "in-office drugs") and (ii) the prescriptions for narcotic and controlled drugs issued by the practitioner (i.e. all prescriptions written for patients), as the Minister may require:
  - Produce to an inspector upon request any records that the *Regulations* require the practitioner to keep
  - Permit an inspector to make copies of such records or to take extracts there from
  - Permit an inspector to check all stocks of narcotic and controlled drugs on the practitioner's premises
  - Retain in his possession for at least two years any record that the *Regulations* require him to keep
  - Take adequate steps to protect controlled drugs in his possession
  - Report to the Minister (Bureau of Drug Surveillance) any loss (including breakage) or theft of a narcotic or controlled drug **within ten days** of the practitioner's discovery of the loss or theft

Where a practitioner alleges or, in any prosecution for an offense under the laws or regulations, pleads that his possession of a narcotic or controlled drug was for use in his practice or that he prescribed, administered, gave, sold or furnished a narcotic or controlled drug to any person as a patient under his professional treatment and that such narcotic or controlled drug was required for the condition for which the patient received treatment, the burden of proof thereof shall be on such practitioner. The evidence needed to support this would be detailed records.



## REGISTER FOR "IN OFFICE" NON-DUPLICATE PRESCRIPTION NARCOTICS

1. A practitioner must keep a separate register for each narcotic or controlled drug prescription obtained for office use which includes the following:

General Information	Dispensing/Administration Information
<ol style="list-style-type: none"> <li>a. Name of drug</li> <li>b. Name of person who ordered drug</li> <li>c. Amount purchased</li> <li>d. Date received</li> <li>e. Prescription number (where applicable)</li> <li>f. Dates of periodic inventory (physical count of drugs)</li> </ol>	<ol style="list-style-type: none"> <li>a. Date when drug was provided to patient</li> <li>b. Patient's name, address</li> <li>c. Quantity dispensed/administered</li> <li>d. Stock remaining</li> <li>e. Packaging for dispensing (provided in a labeled, child-proof container)</li> <li>f. Condition being treated and/or dental treatment provided</li> <li>g. Practitioner's name, initials and College registration number</li> <li>h. Name of person who supplied drugs to patient</li> </ol>

The College has developed a "Register of In-Office Non-Duplicate Prescription Narcotics" form which can be used to collect the required information.

2. A practitioner must provide access to records to authorized inspectors as outlined in the *Regulations to the Food and Drugs Act of Canada, Controlled Drugs and Substances Act Regulations (formerly Narcotic Control Act, Pharmacists, Pharmacy Operations and Drug Scheduling Act of British Columbia, and Health Professions Act of British Columbia*, and must:
  - a. Furnish on request such information respecting (i) the receipt and use by the practitioner of narcotic and controlled drugs (including the administering and furnishing thereof to a person, i.e. "in-office drugs") and (ii) the prescriptions for narcotic and controlled drugs issued by the practitioner (i.e. all prescriptions written for patients), as the Minister may require
  - b. Produce to an inspector upon request any records that the *Regulations* require the practitioner to keep
  - c. Permit an inspector to make copies of such records or to take extracts there from
  - d. Permit an inspector to check all stocks of narcotic and controlled drugs on the practitioner's premises
  - e. Retain in his possession for at least two years any record that the *Regulations* require him to keep
  - f. Take adequate steps to protect controlled drugs in his possession
  - g. Report to the Minister (Bureau of Drug Surveillance) any loss (including breakage) or theft of a narcotic or controlled drug **within ten days** of the practitioner's discovery of the loss or theft

Where a practitioner alleges or, in any prosecution for an offense under the laws or regulations, pleads that his possession of a narcotic or controlled drug was for use in his practice or that he prescribed, administered, gave, sold or furnished a narcotic or controlled drug to any person as a patient under his professional treatment and that such narcotic or controlled drug was required for the condition for which the patient received treatment, the burden of proof thereof shall be on such practitioner. The evidence needed to support this would be detailed records.