

Supplementary Figure 1: A bespoke controlled drug register

Drug Name (Generic)			Proprietary/Brand Name (if applicable)			Form		Strength/Concentration		Ampoule/Vial/Bottle Size (if applicable)		
OXYCODONE			OXYNORM			LIQUID		5MG/5ml		250ml		
Received from Pharmacy			Signatures for Receipts AND Record of Administration							Error Management and Comments		
Date received	Amount received	Requisition number	Date	Time	Patient's Name and Hospital Number	Amount A= Administered D= Discarded	Responsible Person Print Name and Signature	Witness Print Name and Signature	Running Balance (in numbers except zero balances as ZERO)	Description	Signature RP= Responsible Person W= Witness	Date
Carried forward from book number..... 2			page number..... 100			→		250 ml Balance on Transfer				
			1/1/17	9:00	JOHN DOE 00000000	A 10MG/10ml D -	GEORGE JONES <i>George Jones</i>	SUSAN BROWN <i>Susan Brown</i>	240ml		RP W	
Management of a small error			1/1/17	12:00	JOHN DOE 00000000	A 10MG/10ml D -	GEORGE JONES <i>George Jones</i>	SUSAN BROWN <i>Susan Brown</i>	[235]* 230ml	* entered in error - calculation error	RP W	<i>George Jones</i> <i>Susan Brown</i> 01/01/17
Strength and volume must be documented for liquids			22/2/17	9:00	JANE SMITH 00000000	A 5MG/5ml D -	GEORGE JONES <i>George Jones</i>	SUSAN BROWN <i>Susan Brown</i>	225ml		RP W	
			22/2/17	12:00	JANE SMITH 00000000	A 5MG/5ml D 5MG/5ml	GEORGE JONES <i>George Jones</i>	SUSAN BROWN <i>Susan Brown</i>	220ml	Patient refused dose - discarded	RP W	<i>George Jones</i> <i>Susan Brown</i> 22/02/17
* Management of an error that requires re-writing			* 1/3/17	10:00	JOE JONES 00000000	A 10MG/10ml D -	GEORGE JONES <i>George Jones</i>	SUSAN BROWN <i>Susan Brown</i>	210ml	* entered in error - incorrect patient. Balance 220ml	RP W	<i>George Jones</i> <i>Susan Brown</i> 01/03/17
			1/3/17	10:05	JANE SMITH 00000000	A 10MG/10ml D -	GEORGE JONES <i>George Jones</i>	SUSAN BROWN <i>Susan Brown</i>	210ml		RP W	
						A					RP	
						D					W	
						A					RP	
						D					W	
						A					RP	
						D					W	
						A					RP	
						D					W	