

Process for the importation of Prescribed Medicinal Cannabis

When you are seen by a clinic in the UK and a CBPM product has been prescribed by a doctor, you are strongly encouraged to advise your local GP or healthcare provider. This will ensure that your GP is aware of the medication that you will be taking so they can assure the safety of any other prescriptions you may be concurrently receiving from them.

Please be aware that what you are doing is importing a controlled substance; this requires an import licence for each separate shipment. This is a requirement of both the Home Office and the Guernsey Border Agency.

To be processed efficiently, it is important to submit your online Application as soon as the prescription is dated and sent to the Licensing team.

Please be aware that a £25 licensing fee has now been authorised by the HSC Committee which will apply to each licence for individual importation/shipment of CBPM. This will be a requirement by the end of 2021 and will cover the costs of issuing licences.

Any other fees levied by your provider/prescriber are separate from this fee.

Duties of prescribing doctor

Once an off island practitioner has prescribed a medicinal cannabis product for you, they – **the Prescriber** – must:

1. With your permission, send the original hard copy of the prescription with their GMC number, to a specialist off island pharmacy who can fulfil and dispense the medication. This will ensure that the product is sourced from suppliers who can demonstrate the products have been produced under Good Manufacturing Practice (GMP) or the EU equivalent standards.
2. On your instructions, the doctor must promptly send a photo/copy of the prescription, and a transcript of the prescription directly by email to cannabisllicence@gov.gg. with your name in the subject line indicating the date of the prescription. HSC cannot take responsibility for delays caused by prescriptions not being sent promptly from private providers.

Duties of UK pharmacy supplying the product:

1. The pharmacist will call you to confirm receipt of the prescription and you will be asked to pay them for your medication (the pharmacist should generate a secure online invoice) following which they should advise you when it is going to be dispatched and subsequently the tracking information. Your dealings with both the prescribing doctor and the pharmacy are your own responsibility.
2. In order for the medication to be dispatched, you will need a Guernsey Import Licence. Once you receive your import licence, a copy must be forwarded by you to the UK pharmacy so it can be attached to the shipment.

How to obtain a Guernsey medicinal cannabis import licence from Health & Social Care:

In order for Health and Social Care to approve and issue an import licence for a controlled substance (including medicinal cannabis) the following must be complete and accurate in the cannabis licensing mailbox.

1. **The licence fee:** HSC Committee have authorised a £25 processing fee for individual licences for the importation of CBPM from outside Guernsey after 1st November 2021. This fee will be levied by means of a paywall on the www.gov.gg/mhc website, which must be paid prior to submission of the licence application form.
2. **The application:** Go to <https://gov.gg/cannabislicenceform> and complete all sections of the Application for Cannabis Licence to Import (Form MD(G)78). At the end, there is a green SEND button which will send the form to cannabislicence@gov.gg once you have paid the £25 licence fee.

Please ensure that you complete all boxes on the online Application form, or this could cause delays in processing of your application. To fill out the form, you must obtain details of your UK doctor, UK pharmacist, and prescription directly from them.

All information must exactly match the prescription; any irregularities will cause delay in issuing the import licence.

You will receive an email receipt for the Application form with a copy of what you have submitted. These applications come through to our mailbox, and we then match them with incoming prescriptions from your doctor. It is no longer necessary to print out and sign the Application; your online consent is considered sufficient.

3. **The prescription:** Your prescribing doctor must email a scanned copy of your prescription to cannabislicence@gov.gg and it is your responsibility to request that they do this promptly, with your name and the date of the prescription in the subject line of the email. Your application should be sent as soon as possible after the prescription is sent to us by your doctor.
4. **Our process:** Your licence to import then has to be processed and signed by the Medical Officer of Health office and this may take several days. This involves a complex process involving compliance with regulators which cannot be avoided. When complete, the import licence will be emailed to you.
5. Repeated inquiries about the progress of applications are not helpful to the process since the small team receives dozens of emails per day, too many to efficiently answer. Telephone calls to the licensing team are no longer accepted; we will contact you if we have queries – please provide an accurate number on your Application.
6. The import licence is also copied to the Guernsey Border Agency who need it to accept your parcel at Customs.

Your responsibilities after receiving the Import Licence:

- When we email the completed import licence, you should forward the Guernsey import licence to the UK pharmacy dispensing your medication as they will need it when they apply for a UK Export Licence. Both Licences (import and export), plus a copy of the prescription and invoice/receipt will be included in an envelope on the outside of the couriered package which the Pharmacy sends to you in Guernsey.
- Once the medication arrives into the Bailiwick, you must make a Customs declaration to the Guernsey Border Agency and will be required to provide a copy of the Import Licence and any other relevant supporting documentation, such as a copy of the pharmacy invoice.
- Advice on making a Customs declaration can be obtained from the Guernsey Border Agency.
- Following Customs clearance, your medication will be delivered to your home address or can be collected by arrangement with the courier's office.