

## Schedule 8 Medicine Summary: Australian Capital Territory

### Storage

The ACT Drugs of Dependence Act states that a medical practitioner shall:

- keep each drug of dependence held by him or her in a locked receptacle securely fixed to the premises, or in a locked room, except any drug of dependence that is being carried by him or her, and
- keep each drug of dependence that is being carried by him or her in a locked bag or container.

S8 Drugs must be stored in a facility providing no less security than a (10mm thick) steel drug cabinet, except when transported in a locked receptacle in the doctor's possession.

### Records

ACT Regulations require drug supply/administration to be recorded in a drug register. The register shall include:

- The *date*
- Type of *transaction* (eg. Supply or Administration)
- *Name, quantity, form and strength* of drug (one page per single form and strength of drug)
- *Name and occupational address* of person from whom the drug was received (if transaction is a receipt)
- Name of *doctor* prescribing
- *Name and residential address* of person to whom the drug was administered or supplied
- *Quantity* of drug received/administered and still held after transaction
- Entries in the drug register are to be made within 24 hours of the transaction, although immediately is preferred. All entries are to be signed by the person who makes the entry.

Drug – Strength - Form (Eg Pethidine 100mg AMPS)

Date	Transaction	Name/Address	In	Out	Balance	Doctor	Signature
23.05.04	Supply	Good Health 100 First St, Sydney	15		23		
15.06.04	Administered	Bob Smith 65 West Ave, Blue Bay		1	22	Dr P Adams	

*Example of Drug Register*

Drug registers are to be kept and be readily retrievable for three years.

### Destruction

- Any out-of-date or excess S8 Drugs are to be collected from pharmacies and surgeries for disposal by the Pharmaceutical Services section of the Department of Health and Community Care.
- S8 Drugs are to be disposed of under the direction and supervision of a drug inspector or surrendered to a drug inspector.
- The destruction of expired S8 drugs must be witnessed by a pharmacist, dentist, veterinary surgeon or another medical practitioner.

### Contact

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**Please Note:** All efforts have been made to provide up to date correct information for your benefit. It is your responsibility to check the regulation.