

## Schedule 8 Medicine Summary: Queensland

### Storage

The storage requirements of S8 drugs in QLD are very specific. All controlled drugs must be stored in an approved receptacle. If the receptacle/secure place does not comply with the requirements, specific approval is required. For storage requirements, Practices should obtain a copy of "What Doctors Need to Know"(Appendix C) from QLD Health. Alternatively, refer to Appendix 6 of the Drugs and Poisons Regulations 1996.

- S8 and other restricted drugs must be stored so that they are inaccessible to the public.
- The receptacle/secure place must be kept locked at all times. The key to the receptacle/secure place must be kept in the immediate and personal possession of the doctor or another authorised person such as a registered nurse. It is illegal for a person such as a medical receptionist to be in possession of the key and/or to have access to the controlled drug receptacle.
- A doctor's bag is acceptable, provided it is in the personal possession of the doctor concerned. When not in use, the doctor's bag must be kept out of vision to the public in a locked cupboard or vehicle.

### Records

Practitioners who obtain and store S8 drugs must keep a record book. Practitioners must use a separate record book, or part of the record book, for each class of controlled drug.

Full details of each transaction involving a controlled drug are to be entered in the record book as soon as practicable after the transaction, but no later than the day after the transaction.

The practitioner must ensure the entry includes the following:

- *Date* of the transaction
- *Name and address* of the person *from* whom the controlled drug is obtained
- *Name and address* of the person *for* whom the controlled drug is dispensed, obtained or supplied or on whom it is administered or used
- *Quantity* of the controlled drug administered, dispensed, obtained, supplied or used in the transaction.
- *Balance* of the controlled drug in the practitioner's possession after the transaction
- *Practitioner's* initials.

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

Date	Name	Address	Quantity			Doctor's Initials
			In	Out	Balance	
02.10.02	Frank Johnson	123 Example Rd, Smithtown		1	3	
05.10.02	BWell Pharmacy	52 Main St, Healthville	10		13	

*Example of Drug Register*

Entries in the S8 drug record but must under no circumstances be changed. The person who made the entry may correct entries by a signed and dated marginal note or footnote giving the correct details.

The S8 drug record book must be kept for two years after the last entry that is made in it.

### **Destruction**

- Expired or unwanted S8 drugs are to be disposed of only by conveyance or delivery by registered post. Under no circumstances, for security reasons, are S8 drugs to be delivered in person.
- Each drug to be destroyed must be individually packaged and forwarded, by registered post, to Queensland Health Scientific Services.
- For disposal requirements, see "What Doctors Need to Know" Appendix I, available from QLD Health.

### **Contact**

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Website: <http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/H/HealR96.pdf>

**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.