

Schedule 8 Medicine Summary: Tasmania

Storage

Tasmanian regulations require S8 drugs to be stored by medical practitioners in an approved, secure enclosure. The enclosure must be kept securely locked and the medical practitioner must retain the key on his/her self or in a place inaccessible to the public.

- For a quantity of less than 20 doses, S8 drugs are to be stored in a hardwood enclosure, securely fixed to the wall or floor, which possesses a substantial lock. A drawer is acceptable.
- For quantities of 20-50 doses (level 2 storage), storage of S8 drugs require a Blackwood steel plate safe >9.5mm thick with flush fittings around door and a five lever key lock or equivalent. The safe must be securely fixed to a brick or concrete wall or floor and fixtures shall be with four 10mm expanding bolts or equivalent.
- For emergency purposes, a medical practitioner may keep S8 drugs in a doctor's bag in a room or vehicle that is securely locked when not in use.

Records

Details of the administration or supply of S8 drugs must be recorded in a drug register. The drug register is to be bound, with a separate page for each strength and form of drug, and must include the name and address of the medical practice. The details to be included in the drug register are:

- The *date* of administration or supply
- The *quantity* acquired/administered and the quantity of the drug left on hand afterwards
- *Code letter* representing movement of S8 drug (D – Dispensed/Supplied, R – received, C – returned to supplier, F – formulated, X – lost/stolen/destroyed under supervision, taken by inspector or sold to another pharmaceutical chemist)
- *Initials* of person acquiring/administering drug
- *Particulars*– eg name of person to whom the drug is administered, or by whom the drug was supplied

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

| Date | Quantity | | Balance | Movement Code | Initials | Particulars |
|----------|----------|-----|---------|---------------|----------|----------------------------------|
| | In | Out | | | | |
| 23.03.04 | | 1 | 4 | D | | Administration to Mr Frank Smith |
| 15.06.04 | 5 | | 9 | R | | BWell Drug Supplies |
| | | | | | | |

Example of Drug Register

Records must be retained for at least 2 years after the final entry in the drug register.

Alterations, obliterations or cancellations of entries are not to be made in any drug register.

An error may be corrected in a register by making a marginal note or footnote, and initialling and dating the note.

Destruction

In Tasmania, the destruction of S8 drugs is prohibited unless it is done under the personal supervision of an inspector under direction of the Minister, or done jointly by two health professionals. The destruction of S8 drugs must be recorded in the drug register.

Contact

Phone: 03 6233 2064

Email: john.galloway@dhhs.tas.gov.au

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.*