

Schedule 8 Medicine Summary: Western Australia

Storage

S8 Drugs are to be stored in separate containers for each Doctor, in a safe meeting the following criteria:

- A free standing safe shall weigh at least 500 kg, but if less than one tonne it shall be securely bolted through a concrete floor. The safe must be lockable by either a key or combination lock. The safe must have a 12mm (at least) steel plate door with at least two locking bolts that are at least 25 mm thick.
- An underground safe must be embedded in concrete, be lockable by a combination lock and have a heavy cast, high tensile lid that is secured at least 25 mm below a steel top plate.

Safes must be inaccessible to the public and be kept locked at all times except when necessary to carry out transactions.

Doctors may keep an emergency supply of S8 drugs in a Doctor's bag, which must be kept securely stored.

If the Practice wishes to pool the Practice Drugs they must have a Poisons Permit, and can record all movements in a single register. Nurses are able to control the pooled drugs accompanied by a Doctor.

Records

Western Australian regulations require persons responsible for transactions involving S8 drugs to record in a drug register, in relation to each transaction:

- The *name, strength and form* of the drug (1 per page)
- The *date* of the transaction
- The *name and address* of the *person/company* involved in the transaction
- The *name of the authorised person who supplied, administered or obtained* the drug
- The *quantity* of the drug involved in the transaction
- The *balance* of the drug remaining on hand after the transaction
- The *signature* of person that made the entry in the register

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

Date	Name/Address	Quantity			Authorisation	Signature
		In	Out	Balance		
12.03.04	Mary Jones 42 Pine St, South Beach		1	2	Dr A Lee	
27.08.04	Main Street Pharmacy 10 Main St, South Beach	5		7	Dr A Lee	

Example of Drug Register

Entries are to be made in the register on the day that the transaction takes place.

Drug registers are to be retained for a period of seven years after the last entry is made and must be readily available on demand.

An error may be corrected by making a marginal note or footnote to be initialled and dated.



Destruction

Western Australian regulations state that S8 drugs may be destroyed by a medical practitioner under the supervision and witness of a pharmaceutical chemist, another medical practitioner or a director of nursing. The destruction of S8 Drugs is to be recorded in the register and signed by both the person carrying out the destruction and the witness.

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.*