

WHS-PRO-011 Drugs and Poisons Procedure

Appendix 2 – Procedures for Transport, Storage, Use and Disposal of all Schedules of Drugs / Poisons

Schedule	Receipting & Record Keeping	Transport Requirements	Schedule Specific Transport Requirements	General Storage Requirements	Schedule Specific Storage Requirements	Risk Assessment Required	Teaching, Practicals and Fieldwork Usage	Self-administration	Auditing	Losses	General Disposal Requirements	Schedule Specific Disposal
S2	The person who ordered the scheduled drug or poison must account for the order on delivery.		None			Risk assessment and safe operating procedures required if used in a manner other than the intended therapeutic use	NA		NA	Under the Health (Drugs & Poisons) Regulation 1996 (Qld), If a licensee knows or reasonably suspects that any of the below listed items have been lost, stolen, or misappropriated, the licensee must immediately notify the Chief Executive in writing. Items include: • restricted drug that is an anabolic steroidal agent • regulated restricted drug • S4 or S3 pseudoephedrine • Restricted drugs (S4)	The final disposal or storage of drugs and poisons, on the completion of a research project, must be considered and planned. A person must not dispose of a drug or poison in an unsafe way including: • Endangering the life or safety of a person or a domestic animal. • Exposing food, drink a condiment or another poison or a drug to the risk of contamination by the poison. • Give access to the poison to someone not endorsed to possess it.	
S3												
S4	<p>Entries into the controlled drug register are to occur when received. If held at a central store, the register shall record description/quantity received, date obtained, name and address of the person from whom the drug is obtained, if obtained for a particular person the person's name and address, the quantity held at the central storage point.</p> <p>The quantity supplied to a location of final supply (where the drug will be used) must also be recorded.</p> <p>Receipt of the drug into the location of final supply should be recorded in the location's own controlled drug register which must also record the drug's use and disposal.</p> <p>The drug register book is required to: be bound, have sequential page numbering, relate to only one class of drug, have a heading stating the class, and the unit of measurement used in the register.</p> <p>The controlled drug register must be maintained for 2 years after the last transaction/entry.</p> <p>Additional record keeping requirements may be stated on an approval from QLD Health.</p>	Before transporting drugs and poisons by air, road or rail consult the relevant standard: IATA Dangerous Goods Regulations or Australian Code for the Transport of Dangerous Goods by Road & Rail	Must be kept secure and under the control of a person endorsed by the legislation or delegated/authorised by JCU when being transported.	<p>A person must not store a poison within reach of children.</p> <p>A person must not carry, handle or store a poison in a way that may allow the poison to mix with, or contaminate, food, drink or a condiment or a drug or poison for human or animal use even if the container in which the poison is carried, stored or handled breaks or leaks.</p> <p>A person who sells an S2 an S3 poison by retail must store the poison in a place that is not accessible to the public.</p>	<ul style="list-style-type: none">• An authorised person in possession of a restricted drug at a place must keep the drug in a cupboard, dispensary, drawer, storeroom or other part of the place to which the public does not have access.• A person when taking a restricted drug to other locations must keep the drug in a secure place under their control.• A person must not carry, handle or store a restricted drug in a way that may allow the drug to mix with or contaminate food, drink, or a condiment or a drug or poison for human or animal use, even if the container in which the drug is carried, handled or stored breaks or leaks.• The keys for storage must be kept in a secure location and only approved personnel are to have access.		NA		<p>Under the Health (Drugs & Poisons) Regulation 1996 (Qld), If a licensee knows or reasonably suspects that any of the below listed items have been lost, stolen, or misappropriated, the licensee must immediately notify the Chief Executive in writing. Items include: • restricted drug that is an anabolic steroidal agent • regulated restricted drug • S4 or S3 pseudoephedrine • Restricted drugs (S4)</p> <p>The JCU WHS Unit must also be notified as soon as practical and an incident must be completed on Risk ware (JCU Risk Register Software).</p>	<p>Drugs and poisons can also be disposed of through a registered waste contractor. JCU currently uses Transpacific. The manufacture MSDS can be consulted for disposal options.</p>	Small quantities of S2,S3 and S4 substances can be disposed of in clinical waste.	
S5	The person who ordered the scheduled drug or poison must account for the order on delivery.	Before transporting drugs and poisons by air, road or rail consult the relevant standard: IATA Dangerous Goods Regulations or Australian Code for the Transport of Dangerous Goods by Road & Rail	None	A person must not store a poison within reach of children. A person must not carry, handle or store a poison in a way that may allow the poison to mix with, or contaminate, food, drink or a condiment or a drug or poison for human or animal use even if the container in which the poison is carried, stored or handled breaks or leaks.	None	None	NA	NA	NA	NA	NA	NA
S6												

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Schedule	Receipting & Record Keeping	Transport Requirements	Schedule Specific Transport Requirements	General Storage Requirements	Schedule Specific Storage Requirements	Risk Assessment Required	Teaching, Practicals and Fieldwork Usage	Self-administration	Auditing	Losses	General Disposal Requirement s	Schedule Specific Disposal
S7 (Those Requiring Qld Health Approval)	The person who ordered the scheduled drug or poison must account for the order on delivery.			A person must not store a poison within reach of children. A person must not carry, handle or store a poison in a way that may allow the poison to mix with, or contaminate, food, drink or a condiment or a drug or poison for human or animal use even if the container in which the poison is carried, stored or handled breaks or leaks. A person who sells by retail a poison that contains an organic solvent distilling under 150°C at 101–103kPa and is labelled as, or for use as, an adhesive must store the poison in a way that ensures it is not accessible to the public	<ul style="list-style-type: none">• The holder of a Cyanide / Strychnine permit must keep the permit with the person when in possession of the Cyanide / Strychnine.• The Cyanide or Strychnine must be kept in a locked secure place.<ul style="list-style-type: none">o The key must always be kept in the possession of the holder or a responsible adult authorised by the permit holder.• The Cyanide or Strychnine must not:<ul style="list-style-type: none">o Be left in a place to which other people have access.o Be used for a purpose not stated in the permit.o Be stored at a place not stated in the permit.o Be kept after the permit expires.		The person in control of research, teaching, field work or practicals, must ensure when schedule S7 and S8 drugs and poisons are to be used under the control of JCU the following is conducted: <ul style="list-style-type: none">• Lesson plan/risk assessment for teaching that considers hazards and precautions that must be taken.• A briefing for trainees and non-trained personnel of the relevant handling and safety precautions for the drug and poison. Quantities used are to be recorded.	NA	NA	Under the Health (Drugs & Poisons) Regulation 1996 (Qld), If a licensee knows or reasonably suspects that any of the below listed items have been lost, stolen, or misappropriated , the licensee must immediately notify the Chief Executive in writing. Items include: <ul style="list-style-type: none">• restricted drug that is an anabolic steroidal agent• regulated restricted drug• Controlled drugs (S8) The JCU WHS Unit must also be notified as soon as practical and an incident must be completed on Risk Ware (JCU Risk Register Software).	The final disposal or storage of drugs and poisons, on the completion of a research project, must be considered and planned. A person must not dispose of a drug or poison in an unsafe way including: <ul style="list-style-type: none">• Endangering the life or safety of a person or a domestic animal.• Exposing food, drink a condiment or another poison or a drug to the risk of contamination by the poison.• Give access to the poison to someone not endorsed to possess it. Drugs and poisons can also be disposed of through a registered waste contractor. JCU currently uses Transpacific. The manufacture MSDS can be consulted for disposal options.	None
S8	<p>Entries into the controlled drug register are to occur when received. If held at a central store, the register shall record description/quantity received, date obtained, name and address of the person from whom the drug is obtained, if obtained for a particular person the person's name and address, the quantity held at the central storage point.</p> <p>The quantity supplied to a location of final supply (where the drug will be used) must also be recorded.</p> <p>Receipt of the drug into the location of final supply should be recorded in the location's own controlled drug register which must also record the drug's use and disposal.</p> <p>The drug register book is required to: be bound, have sequential page numbering, relate to only one class of drug, have a heading stating the class, and the unit of measurement used in the register.</p> <p>The controlled drug register must be maintained for 7 years after the last transaction/entry.</p> <p>Additional record keeping requirements may be stated on an approval from QLD Health.</p>	Before transporting drugs and poisons by air, road or rail consult the relevant standard: IATA Dangerous Goods Regulations or Australian Code for the Transport of Dangerous Goods by Road & Rail	Must be kept secure and under the control of a person endorsed by the legislation or delegated/ authorised by JCU when being transported.		<ul style="list-style-type: none">• Controlled drugs must be kept within a receptacle that complies with Appendix 6 of the Health (Drugs and Poisons) Regulation 1996 (Qld) or in a secure place such that an inspector who inspects the place is reasonably satisfied is at least as secure as a receptacle mentioned in Appendix 6 of the Health (Drugs and Poisons) Regulation 1996 (Qld). https://www.legislation.qld.gov.au/legis/ttn/current/H/HealDrAPOR96.pdf• A person authorised or endorsed to be in possession of a controlled drug must:<ul style="list-style-type: none">o Ensure the drug is stored in the receptacle or secure place; ando Keep the receptacle or place locked; ando Ensure the key or combination to a lock, is only used by a person who is authorised to possess a controlled drug.• A doctor or veterinary surgeon may possess a controlled drug at a place where the person practices his or her profession, provided the drug is kept secure during this time period.	Risk assessment and safe operating procedures required if used in a manner other than the intended therapeutic use.		A person authorised to possess a controlled drug must not use the drug by self-administering it.	Stocks of S8 drugs must be audited at least annually. Audits are to be organised by the representatives from each Division that are named on the Vice Chancellors Delegation of Authority. Other staff as requested can assist with the audits.		Controlled drugs (S8) can be sent to Qld Health for disposal. The substances can be sent to the, Therapeutic Goods, Client Services, at the address supplied on the current form. • A copy of the Qld Health “Controlled Drugs destruction form” is required to be completed in full and sent with the package. <ul style="list-style-type: none">o All items in the parcel must be cushioned.o The parcel must be labelled “Therapeutic Goods for Destruction”.o The parcel must be sent by registered courier. The drug register must be updated to reflect the disposal.	
S9	The person who ordered the scheduled drug or poison must account for the order on delivery.		Must be kept as per the requirements on the Qld Health Approval		Secure lockable storage required.			NA	NA			