

# Health, Safety and Environment Management System

## HSE-PRO-004 Drugs and Poisons Procedure

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# 1 Intent

James Cook University (JCU) recognises its obligation to manage drugs and poisons in accordance with the *Health Act 1937 (Qld)* and the *Health (Drugs and Poisons) Regulation 1996 (Qld)*.

Unauthorised access, storage, use or disposal of drugs and poisons could result in harm to a person from JCU held materials, illegal on-selling of restricted or controlled drugs, and Regulatory action.

The scheduling of drugs and poisons should be in accordance with the Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP). A copy of the current Schedule can be obtained at: <https://www.tga.gov.au/publication/poisons-standard-susmp>. The safety data sheet (SDS) for a drug or poison should state if that drug or poison is assigned to a particular schedule.

JCU is committed to correct procurement procedures in relation to scheduled drugs and poisons including:

- Maintain an accurate inventory of drugs and poisons, and the location stored at the university and university external facilities;
- Maintain accurate use logs to account for schedule 4, 7, 8 and 9 drugs and poisons at each site of use.
- Ensure that scheduled drugs and poisons are (appropriately / securely) stored and have appropriate security arrangements for the applicable schedule.
- Provide requirements for the disposal of scheduled drugs and poisons.

# 2 Scope

This Procedure applies to all JCU employees, students, visitors, volunteers and contractors in all JCU workplaces conducting:

- Research
- Teaching
- Study
- Professions endorsed by the *Health Act 1937 (Qld)* the *Health (Drugs and Poisons) Regulation 1996 (Qld)*

JCU legal entities are required to meet the obligations of the Queensland *Health Act 1937* and the *Health (Drugs and Poisons) Regulation 1996 (Qld)*. JCU entities are not required to specifically follow this Procedure.

This Procedure has been written in the context that:

- JCU does not manufacture or compound drugs or poisons to be administered to people or animals. These products are for teaching purposes only.
- Teaching laboratories typically substitute placebo / replacement props instead of actual scheduled drugs and poisons.
- Administration of scheduled drugs or poisons to humans only occurs in dental teaching facilities.
- Practicals may occur where animals are anaesthetised.
- Practicals may occur where drugs and poisons are analysed, manufactured or compounded and then disposed of.
- Drugs and poisons are used during research projects.
- Drugs and poisons may be prescribed and administered to animals.
- JCU does not fill prescriptions for human or animal therapeutic use.
- JCU does not manufacture drugs or poisons for therapeutic purposes.

- The JCU pharmacy is for teaching purposes, and drugs or poisons are not actually dispensed from this location.
- JCU does not on-sell scheduled drugs or poisons.
- There is currently no central storage location or warehouse (JCU intends to progress towards a central store model with smaller satellite stores).
- S4, S7, S8, and S9 drugs and poisons should not be purchased on credit card unless being purchased for an urgent therapeutic use.
- JCU controlled entities may conduct the above activities, and will need to ensure appropriate procedures and controls are in place. JCU does not directly control compliance for the entities.
- JCU does not dispense or sell drugs or poisons to people under the age of 16.
- Administration of scheduled drugs and poisons to humans primarily occurs at locations other than JCU teaching facilities, such as at Queensland Health facilities.
- JCU has Royal Flying Doctor Kits based at some remote locations.
- Purchase, use and storage of carcinogens are not included within this Procedure.

### 3 Definitions

Authorised Officer Delegated the Vice Chancellor's Authority	<p>An Authorised Officer delegated by the Vice Chancellor's Authority under sections 179A and 265A of the <i>Health (Drugs and Poisons) Regulation 1996</i> (Qld). These persons have the authority to obtain, possess and give S2 and S3 poisons and S4 restricted drugs.</p> <p>This role is also used by JCU to coordinate the approval of the purchasing of S2, S3, S4, S7, S8, and S9 drugs and poisons.</p> <p>JCU has also elected these personnel to coordinate the annual audits of the S4, and S8 drugs within their Division.</p>
Chief Executive Officer	This is the Chief Executive Officer of Queensland Health or their delegate
Controlled drug	An article or substance prescribed under a regulation to be a controlled drug.
Drug	Without limiting the ordinary meaning of the term, means any article used for or in the composition or preparation of medicine for internal or external consumption or use by humans, and includes disinfectants, germicides, antiseptics, pesticides, detergents, preservatives, deodorants, anaesthetics, tobacco, narcotics, soaps, cosmetics, dusting powders, essences, unguents, and all other toilet articles, and also includes goods for therapeutic use within the meaning of the <i>Therapeutic Goods Act 1989</i> (Cth), and an article or substance declared under a regulation to be a drug.
Drug Officer	Person approved by Qld Health to obtain S7, S8, and S9 drugs and poisons, and provide the drugs and poisons to personnel that have an approval from Qld Health to store and use the particular drug or poison. A list of JCU Drugs Officers are provided in Appendix 1, Table 1.
Endorsed Professional	Professional endorsed under the <i>Health (Drugs and Poisons) Regulation 1996</i> (Qld). Includes registered Dentists, Doctors, Pharmacists, and Veterinary Surgeons.
James Cook University (JCU)	James Cook University is a public university and is the second oldest university in Queensland, Australia. JCU is a teaching and research institution. The university's main campuses are located in the tropical cities of Cairns, Singapore and Townsville.
Label	Means a label, tag, brand, mark, or statement in writing, whether or not containing any pictorial or other descriptive matter.
Personal supervision	By a person (the supervisor) of another person, includes supervision using any technology that allows reasonably contemporaneous and continuous communication between the persons, and allows reasonably contemporaneous and continuous observation by the supervisor of actions taken by the other person. For example videoconferencing.
Pharmacist	Means a person registered under the Health Practitioner Regulation National Law to practise in the pharmacy profession, other than as a student. The university's fields of research include marine sciences, biodiversity, sustainable management of tropical ecosystems, genetics and genomics, tropical health care, and tourism.
Poison	Means every substance or article prescribed as such.

Prescription	Prescription for a poison or drug for the purposes of therapeutic use prepared by an Endorsed Professional.
Restricted drug	Means every substance or article prescribed as such.
Sale	Includes barter, and also includes offering or attempting to sell, or receiving for sale, or having in possession for sale, or exposing for sale, or sending, forwarding, or delivering for sale, or causing or suffering or permitting or allowing to be sold or offered or exposed for sale, but, refers only to sale for consumption or use by humans, and also, so far as relates to any poison, or to any restricted drug, or to any controlled drug, or to any biological preparation includes supplying, exchanging, lending, or giving away, and whether for consumption or use by humans or for any other purpose whatsoever, and also includes, in relation to any article for use by humans, permitting or allowing such use as a means of advertisement.
Schedule 1 (S1)*	Schedule not currently in use.
Schedule 2 (S2)*	Pharmacy Medicine.
Schedule 3 (S3)*	Pharmacist Only Medicine.
Schedule 4 (S4)*	Prescription Only Medicine OR Prescription Animal Remedy.
Schedule 5 (S5)*	Caution (available to the public).
Schedule 6 (S6)*	Poison (available to the public).
Schedule 7 (S7)*	Dangerous Poison.
Schedule 8 (S8)*	Controlled Drug.
Schedule 9 (S9)*	Prohibited Substance.
Scheduling	The scheduling of drugs and poisons is in accordance with the Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP). A copy of the current schedule can be obtained at: <a href="https://www.tga.gov.au/publication/poisons-standard-susmp">https://www.tga.gov.au/publication/poisons-standard-susmp</a> . The safety data sheet (SDS) for a drug or poison should state if that drug or poison is assigned to a particular schedule.
Student	A person who has been admitted to the University and has enrolled for a course or a subject and whose enrolment for that course or subject has not lapsed or been cancelled.
Transaction	As defined under Part 2, Section 6 of the <i>Health Drugs and Poisons Regulation 1996</i> (Qld) means an event by which: <ul style="list-style-type: none"> <li>a) A controlled drug, restricted drug or a poison comes into or goes out of a person's possession; or</li> <li>b) The composition, form or strength of, or way of packing, a controlled or restricted drug or a poison is changed.</li> </ul> Examples of transactions: <ul style="list-style-type: none"> <li>• Obtaining and keeping samples of chemical starting materials used in manufacturing a controlled or restricted drug or a poison</li> <li>• Obtaining and keeping samples of finished products of a manufactured controlled or restricted drug or a poison</li> <li>• Manufacturing, packing and repacking a controlled or restricted drug or a poison</li> <li>• Moving a controlled or restricted drug or a poison from one place to another (with or without a change of ownership)</li> </ul>
Veterinary Surgeon	Means a Veterinary Surgeon within the meaning of the <i>Veterinary Surgeons Act 1936</i> (Qld).
Visitor	Includes students, staff, or public that may not be studying, researching or enrolled at JCU however are participating in JCU related activities or at JCU owned or controlled properties.

\*Taken from the Australian Government Department of Health website.

## 4 Duty, Obligations and Responsibilities

### 4.1 Vice Chancellor

- To carry out the Vice-Chancellor's endorsement in line with the requirements of the *Health (Drugs and Poisons) Regulation 1996* (Qld).
- To ensure management obligations are being met within the University.

## **4.2 Director of Operations/ College Managers/ Directors/ Managers/ Head Academic**

- To ensure management obligations are being met within the university.
- To ensure the requirements of this Procedure are being met.
- Ensure that the HSE Unit is provided a consolidated list annually of S4, S7, S8, & S9 substances that are being obtained, stored, used and disposed of.
- Provide training to staff in regard to their obligations and duties for drugs and poisons, specifically on:
  - Purchasing requirements relevant to a person's role.
  - Storage and accounting for drugs and poisons relevant to a person's role.
  - Use of the drug or poison relevant to the person's role.
  - Disposal of the drug or poison relevant to the person's role.
- Ensure that all scheduled drugs and poisons are purchased through the correct process.

## **4.3 Authorised Officer Delegated the Vice Chancellor's Authority**

- Organise at a minimum 12 monthly audits of the S4 and S8 scheduled drugs and poisons stocks within their Division.
- Pursuant to the table for "Purchasing of all Scheduled Drugs and Poisons" and when these conditions have been met, provide authorisation in My Requisition System to purchase S2, S3, S4 drugs and poisons.
- As required and when conditions have been met provide approval within the "My Requisition System" for the purchase S7, S8, S9 to occur.

## **4.4 Drugs Officer (S7, S8, & S9) (see Appendix 1, Table 1)**

- As required and when conditions have been met provide authorisation in the My Requisition System for purchase orders to obtain S7, S8, S9 drugs and poisons if requirements of this Procedure have been met.

## **4.5 Professionals Endorsed under the Health (Drugs and Poisons) Regulation 1996 (Qld), and Authorised by JCU to provide Scripts or Sign Purchase Orders**

- As required, write scripts for therapeutic use.
- As required, sign purchase orders to obtain scheduled drugs and poisons where the requirements of the Procedure have been met.

## **4.6 Employees / Students**

- To comply with this Procedure.
- To attend training as directed.
- To follow instructions.

## **4.7 Visiting Researchers / Students**

Visiting researchers or students that will purchase, store, use and dispose of scheduled drugs and poisons must also comply with this Procedure.

## 5 Requirements Applying To All Schedules of Drugs and Poisons

### 5.1 Acquisition

- The requirements in section 6 of this Procedure are to be applied for any purchase of scheduled drugs and poisons.
- When entering a requisition use the appropriate user code for the schedule of drug or poison. In the free field text field provide a description of the schedule of drug or poison and the intended use.
- The Authorised Officers Delegated the Vice Chancellor's Delegation have been selected by JCU to approve the purchase of S2, S4, S7, S8, S9 substances in the My Requisition system.
  - These Authorised Officers can directly approve S2, S3 and S4 drugs and poisons.
  - S7, S8 & S9 will be approved by the Authorised Officer, however the actual final approval for the supplier will be completed by:
    - A person endorsed under the *Health (Drugs and Poisons) Regulation 1996 (Qld)*.
    - A "Drugs Officer" with Qld Health approval for that substance.
    - The person ordering the item providing a copy of a specific approval from Qld Health to obtain, use and store the drug or poison.
- Prescriptions are to be completed in line with the requirements of the *Health (Drugs and Poisons) Regulation 1996 (Qld)*.
- For therapeutic use on JCU animals, a prescription for a drug or poison shall be completed by a registered veterinary surgeon.
- Urgent purchases during business hours should be placed using the usual procedure, with the exception that JCU Procurement Office should be contacted to explain that the order is urgent at which point they can expedite the order.
- Urgent purchases out of business hours should occur with a company where JCU has an account and an invoice obtained. As a last resort a JCU credit card can be used but purchasing and approving management must be informed of this action. Place a My Requisition order on the first business day after the purchase.
- When one of the Authorised Officers Delegated the Vice Chancellor's Authority is on leave, a person can be nominated to formally act in their role.
  - This does not apply to the Drugs Officer approval from Qld Health which is not transferable from person to person.
- A supplier will ask for an End User Declaration to be completed when purchasing substances listed in schedule 6 and apparatus listed in section 8B of the *Drugs Misuse Regulation 1987*.

### 5.2 Packaging

- A package containing therapeutic goods or other drugs shall bear on or attached to it, a label on which shall be written:
  - Trade name, description of the therapeutic goods, or other drugs contained in the package.
  - The name and business address of the manufacturer.
  - Net weight or number or true measure or, volume of the contents.
  - Therapeutic goods "Batch no".
  - Expiry date where applicable.
- In the case of a package containing a therapeutic substance (except a specified S3 or S4) the precise dose and frequency.
- A person shall not pack therapeutic goods or other drugs for sale in a package that has previously been used where that package is made wholly or partly of paper, cardboard or similar absorbent material.

- A person must not change, cover, deface or remove a brand, declaration, label, mark or statement that is required by the legislation to be fixed to, or shown on, the container of a poison.
- A person must not possess or sell a cracked or damaged package containing a poison.
- If the substance is repacked and is not intended to be administered to a patient or consumer, and is not intended for therapeutic use than labelling requirements of the HSE20 Hazardous Chemicals Standard can be applied.

### 5.3 Transport

- Transfer between internal JCU storage locations can occur provided the appropriately endorsed personnel approve the transaction, the relevant permits and approvals are in place for the proposed storage and use, and the transfer is recorded in the drug register where relevant.
- Transport of drugs and poisons by undergraduate students is not allowed.

### 5.4 Storage

- Food and drink containers must not be used to hold a poison.
- Do not wash containers that have held or are commonly used for poisons, in a receptacle used to soak/wash/treat containers that are commonly used to hold human or animal food or drink.
- Lethabarb storage and use as for S8 drugs.

### 5.5 Use

- Use of drugs and poisons must be consistent with the *Health Act 1937 (Qld)* the *Health (Drugs and Poisons) Regulation 1996 (Qld)*.
- Where a drug or poison will be used in a manner that is not consistent with the intended therapeutic use, a risk assessment will need to be completed on this method of use.
- A person must not place arsenic or strychnine, or a substance or chemical compound containing arsenic or strychnine, on or in the body, or a part of the body, of a deceased person for embalming the body or part of the body.
- Animal drugs and poisons are not to be administered to humans.

### 5.6 Central Reporting of S4, S7, S8 & S9

- The HSE Unit is to be notified annually by each relevant Division of the University of the following in regard to S4, S7, S8, & S9 substances:
  - Campus, building number, room number.
  - Person responsible for the item.
  - Indication if the person has the substance;
    - under endorsement by the Health (Drugs and Poisons Regulation 1996 (QLD)); or
    - through a Qld Health approval to obtain, store and use the substance.
      - If under an approval from Qld Health, provide a copy of the current approval to obtain, use and store to the JCU HSE Unit.
- The list of items is to be provided at least annually prior to the 1<sup>st</sup> of September.
- The HSE Unit will report the status of S4, S7, S8 and S9 compliance with obtaining Qld Health Approvals to Council by the end of September each year.
- The reporting will also include the results of the audit for S4 and S8 Drugs and Poisons audit.



## 5.7 Royal Flying Doctor Medical Kit (Remote Location)

- As listed on the Royal Flying Doctor Service website ([www.flyingdoctor.org.au/obligations.html](http://www.flyingdoctor.org.au/obligations.html)) only authorised, registered custodians are permitted to manage medical chests. These custodians are obliged to meet certain conditions, which include the following:
  - A medical chest must be kept locked at all times when not in use, with the keys only accessible to the approved person.
  - The contents of a medical chest must be checked regularly for expired items and general completeness.
  - Highlighted prescription drugs are only to be used under RFDS doctor's instruction.
  - Keeping a record of the RFDS doctor's consultation numbers in a drug register is essential for re-ordering prescription medication.
  - The appropriate registration number should be clearly marked on the chest.
  - The responsible custodian should advise the RFDS when someone else takes over care and control of the chest.
  - There are items that require refrigeration if the chest is unable to be kept in a cool location.
  - Medical chests are registered to a location and must not be moved without the permission of the RFDS.
  - A list of the locations of the kits must be maintained by the relevant Division.

## 6 Procedures for Purchasing of all Schedules of Drugs / Poisons

Schedule	Description	External Permit Required	Ethics Approval Required	Purchasing Approval Required	Purchase Requisition Attachments	Use Code	Supplier Requirements	Credit Card Allowed/Purchase Order
S2	Pharmacy Medicine	No					Purchase Order with a copy of the VC's Delegation of Authority	Yes if purchased in quantities that the general public can obtain over the counter. Blanket purchase order permitted
S3	Pharmacist Only Medicine	No					OR Prescription if obtained for therapeutic use	Yes if purchased in quantities that the general public can obtain over the counter. Blanket purchase order permitted
S4	Prescription Only Medicine OR Prescription Animal Remedy	<p>No Qld Health approval required for general S4.</p> <p>Yes to obtain, store and use required from QLD Health for S4 "regulated restricted" drugs using HDPR96 2015  <a href="https://www.health.qld.gov.au/publications/system-governance/licences/medicines-poisons/university-hdpr96.pdf">https://www.health.qld.gov.au/publications/system-governance/licences/medicines-poisons/university-hdpr96.pdf</a></p> <p>To ascertain whether an S4 substance is regulated and restricted, refer to the MSDS for the substance, or the 'The Standard for the Uniform Scheduling of Medicines and Poisons'  <a href="https://www.tga.gov.au/publication/poisons-standard-susmp">https://www.tga.gov.au/publication/poisons-standard-susmp</a></p>	<p>Ethics approval is required if the substance is for a research or non-therapeutic teaching purposes that involves any form of animal or human participation.</p> <p>If used by an endorsed professional for the substances. Intended therapeutic use, ethics approval is not required.</p>	<p>The request is sent to an Authorised Officer listed in Vice Chancellor's Delegation of Authority, for approval.</p>	<p>Prescription if obtained for therapeutic use.</p> <p>"Regulated and restricted S4", approval from Qld Health.</p> <p>Human or Animal Ethics approval if administered to animals or humans, other than under therapeutic practices</p>	<p>Use code <b>8436</b> and state the drug schedule for the specific purchase in the comments with purchase requisition procedure  <a href="http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf">http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf</a></p>	<p>OR</p> <p>Purchase order from Registered Professional endorsed with detail of:  Name, Work Address, registration, and signature of the person.</p> <p>"Regulated Restricted S4" Purchase order with copy of Qld Health Approval to obtain use and store</p>	<p>No Credit Card, Purchase Order Only</p>

Schedule	Description	External Permit Required	Ethics Approval Required	Purchasing Approval Required	Purchase Requisition Attachments	Use Code	Supplier Requirements	Credit Card Allowed/Purchase Order
S5	Caution (available to the public)	No	Ethics approval is required if the substance for a research or non-therapeutic teaching purpose that involves any form of animal or human participation. If used by an endorsed professional for the	No	None	No specific attachments. May require entry as hazardous chemical see HSE20-Hazardous Chemical Standard. Use code <b>8432</b> with purchase requisition procedure <a href="http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf">http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf</a>	None	Yes  Blanket Purchase Order Permitted
S6	Poison (available to the public)	No	substance. Intended therapeutic use, ethics approval is not required.	No	None	No specific attachments. May require entry as hazardous chemical. See HSE20-Hazardous Chemical Standard. Use code <b>8432</b> with purchase requisition procedure <a href="http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf">http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf</a>	None	Yes  Blanket Purchase Order Permitted

Schedule	Description	External Permit Required	Ethics Approval Required	Purchasing Approval Required	Purchase Requisition Attachments	Use Code	Supplier Requirements	Credit Card Allowed/Purchase Order
S7 (That Require Qld Health Approval)	Dangerous Poison	<p>Appendix 7 of the Health (Drugs and Poisons) Regulation 1996 (QLD) lists the S7 Poisons that require an approval, and those exempted under particular circumstances. Application to the Chief Executive of QLD Health to be by form HDP96 (Application to the Chief Executive for an approval for research or teaching purposes at a University). JCU requires that before applying:</p> <ol style="list-style-type: none"> <li>1. Obtain approval from Director Operations/College Manager/Dean/Head Discipline;</li> <li>2. Ensure storage requirements in place;</li> <li>3. Prepare risk assessment and safe operating procedure where use is not consistent with intended therapeutic use;</li> <li>4. Arrange record keeping;</li> <li>5. Obtain relevant ethics approvals if being administered to humans or animals.</li> </ol> <p>Cyanide or Strychnine "Poisons Permit" required if used for purposes other than Research, such as a baiting program.</p>	Ethics approval is required if the substance is for a research or non-therapeutic teaching purpose that involves any form of animal or human participation. Ethics applications for S7/S8/S9 substances can be submitted with the application to Qld Health for approval to obtain, use and store.	The College Manager or Manager or Dean or Head of Discipline to approve before order is placed. Purchase order to be approved by Drugs Officer if the drug/poison is listed on their approval from Qld Health.	<p>Copy of the approval from the Chief Executive of the Department of Health to obtain, use and store. Prescription if obtained for therapeutic use. Human or Animal Ethics approval if administered to animals or humans, other than under therapeutic practices. Copy of Poisons Permit for Strychnine or Cyanide used for non-research activities.</p> <p>Qld Health Approval required in all instances for:</p> <ul style="list-style-type: none"> <li>• azocyclotin</li> <li>• cyhexatin</li> <li>• demeton</li> <li>• 4,4 diaminodiphenylmethane (methyl dianiline)</li> <li>• dimetilan</li> <li>• ethylene dibromide</li> <li>• hydrocyanic acid and cyanide</li> <li>• 4,4'-methylenebis [2-chloroaniline]</li> <li>• mirex</li> <li>• phosphides, metallic</li> <li>• strychnine</li> <li>• S,S,S-tributylphosphorotrithioat</li> </ul>	<p>Schedule 7 that Require Qld Health Approval: Use code <b>8437</b> and state the drug schedule in the comments with purchase requisition procedure <a href="http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/icudev_008270.pdf">http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/icudev_008270.pdf</a>.</p> <p>OR</p> <p>Schedule 7 poisons exempted, or not listed in Appendix 7 of the <i>Health (Drugs and Poisons) Regulation 1996 (QLD)</i>: Use code <b>8432</b>.</p>	<p>Purchase order with a copy of the Drugs Officer's approval from Qld Health</p> <p>OR</p> <p>Purchase order with a copy of the person's approval from Qld Health to obtain, use and store. If used for research</p> <p>OR</p> <p>Purchase order with a copy of a poisons permit if not used for research (eg baiting)</p> <p>OR</p> <p>Prescription if obtained for therapeutic use.</p>	No, Purchase Order Only

Schedule	Description	External Permit Required	Ethics Approval Required	Purchasing Approval Required	Purchase Requisition Attachments	Use Code	Supplier Requirements	Credit Card Allowed/Purchase Order
S8	Controlled Drug	<p>A valid approval to obtain, use and store from the Chief Executive of the Department of Health is required if the person is not specifically endorsed under the Health (Drugs and Poisons) Regulation 1996 to obtain, store and use the substance.</p> <p>Application to the Chief Executive of QLD Health to be by HDPR96 (Application to the Chief Executive for an approval for research or teaching purposes at a University).</p> <p>JCU requires that before applying: 1. obtain approval from Director Operations/College Manager/Dean/Head Discipline; 2. Ensure storage requirements in place; 3. Prepare risk assessment and safe operating procedure where use is not consistent with intended therapeutic use; 4. Arrange record keeping; 5. Obtain relevant ethics approvals if being administered to humans or animals.</p>	<p>Ethics approval is required if the substance is for a research or non-therapeutic teaching purpose that involves any form of animal or human participation. Ethics applications for S7/S8/S9 substances can be submitted with the application to Qld Health for approval to obtain, use and store.</p>	<p>The College Manager or Manager or Dean or Head of Discipline to approve before order is placed.</p> <p>Purchase order to be approved by Drugs Officer if the drug/poison is listed on their approval from Qld Health.</p>	<p>Copy of the approval from the Chief Executive of the Department of Health to obtain, use and store.</p> <p>Prescription if obtained for therapeutic use.</p> <p>Human or Animal Ethics approval if administered to animals or humans, other than under therapeutic practices</p>	<p>Use code <b>8437</b> and state the drug schedule in the comments with purchase requisition procedure <a href="http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf">http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf</a>.</p>	<p>Purchase order with a copy of the Drugs Officer's approval from Qld Health</p> <p>OR</p> <p>Purchase order with a copy of the person's approval from Qld Health to obtain, use and store. If used for research.</p> <p>OR</p> <p>Purchase order from Registered Professional endorsed with detail of:</p> <p>Name, Work Address, registration, and signature of the person.</p>	No, Purchase Order Only

Schedule	Description	External Permit Required	Ethics Approval Required	Purchasing Approval Required	Purchase Requisition Attachments	Use Code	Supplier Requirements	Credit Card Allowed/Purchase Order
S9	Prohibited Substance	<p>A valid approval to obtain, use and store from the Chief Executive of the Department of Health is required.</p> <p>Application to the Chief Executive of QLD Health to be by HDPR96 (Application to the Chief Executive for an approval for research or teaching purposes at a University).</p> <p>JCU requires that before applying: 1. obtain approval from Director Operations/College Manager/Dean/Head Discipline; 2. Ensure storage requirements in place; 3. Prepare risk assessment and safe operating procedure . 4. Arrange record keeping; 5. Obtain relevant ethics approvals if being administered to humans or animals.</p>	<p>Ethics approval is required if the substance is for a research or non-therapeutic teaching purpose that involves any form of animal or human participation. Ethics applications for S7/S8/S9 substances can be submitted with the application to Qld Health for approval to obtain, use and store.</p>	<p>The College Manager or Manager or Dean or Head of Discipline to approve before order is placed.</p> <p>Purchase order to be approved by Drugs Officer if the drug/poison is listed on their approval from Qld Health.</p>	<p>Approval from College Manager/Manager/Dean/Head</p> <p>Copy of the approval from the Chief Executive of the Department of Health to obtain, use and store.</p>	<p>Use code <b>8437</b> and state the drug schedule in the comments with purchase requisition procedure <a href="http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf">http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf</a>.</p>	<p>Purchase order with a copy of the person's approval from Qld Health to obtain</p>	<p>No, Purchase Order Only</p>

## 7 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		None		NA		NA			
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>	<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 &amp; Rail</p>	<p>Must be kept secure and under the control of a person endorsed by the legislation or delegated/authorised by JCU when being transported.</p>	<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>	<p>• 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.</p> <p>• A person when taking a restricted drug to other locations must keep the drug in a secure place under their control.</p> <p>• 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.</p> <p>• The keys for storage must be kept in a secure location and only approved personnel are to have access.</p>	<p>Risk assessment and safe operating procedures required if used in a manner other than the intended therapeutic use.</p>	<p>The person in control of research, teaching, field work or practicals, must ensure when schedule S4 drugs are to be used under the control of JCU the following is conducted:</p> <ul style="list-style-type: none"> <li>• Lesson plan or risk assessment for teaching that considers hazards and precautions that must be taken.</li> <li>• 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.</li> </ul>	NA	<p>Stocks of S4 drugs must be audited at least annually.</p> <p>Audits are to be organised by the representatives from each Division that are named on the Vice Chancellors Delegation of Authority. Other staff can assist with the audits as requested.</p>	<p>Under the Health (Drugs &amp; 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:</p> <ul style="list-style-type: none"> <li>• restricted drug that is an anabolic steroidal agent</li> <li>• regulated restricted drug</li> <li>• S4 or S3 pseudoephedrine</li> <li>• Restricted drugs (S4)</li> </ul> <p>The JCU HSE Unit must also be notified as soon as practical and an incident must be completed on Risk ware (JCU Risk Register Software).</p>	<p>The final disposal or storage of drugs and poisons, on the completion of a research project, must be considered and planned.</p> <p>A person must not dispose of a drug or poison in an unsafe way including:</p> <ul style="list-style-type: none"> <li>• Endangering the life or safety of a person or a domestic animal.</li> <li>• Exposing food, drink a condiment or another poison or a drug to the risk of contamination by the poison.</li> <li>• Give access to the poison to someone not endorsed to possess it.</li> </ul> <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>	<p>Small quantities of S2,S3 and S4 substances can be disposed of in clinical waste.</p>
S5	The person who ordered the scheduled drug or poison must account for the order on delivery.	<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 &amp; Rail</p>	None	<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>	None	None	NA	NA	NA	NA	NA	NA
S6												

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	
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.	<ul style="list-style-type: none"> <li>The holder of a Cyanide / Strychnine permit must keep the permit with the person when in possession of the Cyanide / Strychnine.</li> <li>The Cyanide or Strychnine must be kept in a locked secure place. <ul style="list-style-type: none"> <li>The key must always be kept in the possession of the holder or a responsible adult authorised by the permit holder.</li> </ul> </li> <li>The Cyanide or Strychnine must not: <ul style="list-style-type: none"> <li>Be left in a place to which other people have access.</li> <li>Be used for a purpose not stated in the permit.</li> <li>Be stored at a place not stated in the permit.</li> <li>Be kept after the permit expires.</li> </ul> </li> </ul>			NA	NA		The final disposal or storage of drugs and poisons, on the completion of a research project, must be considered and planned.	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.	<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 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</p>	<ul style="list-style-type: none"> <li>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). <a href="https://www.legislation.qld.gov.au/legisln/current/H/HealDrAPOR96.pdf">https://www.legislation.qld.gov.au/legisln/current/H/HealDrAPOR96.pdf</a></li> <li>A person authorised or endorsed to be in possession of a controlled drug must: <ul style="list-style-type: none"> <li>Ensure the drug is stored in the receptacle or secure place; and</li> <li>Keep the receptacle or place locked; and</li> <li>Ensure the key or combination to a lock, is only used by a person who is authorised to possess a controlled drug.</li> </ul> </li> <li>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.</li> </ul>	Risk assessment and safe operating procedures required if used in a manner other than the intended therapeutic use.	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"> <li>Lesson plan/risk assessment for teaching that considers hazards and precautions that must be taken.</li> <li>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.</li> </ul>	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.	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"> <li>restricted drug that is an anabolic steroidal agent</li> <li>regulated restricted drug</li> <li>Controlled drugs (S8)</li> </ul> <p>The JCU HSE Unit must also be notified as soon as practical and an incident must be completed on Risk Ware (JCU Risk Register Software).</p>	<p>A person must not dispose of a drug or poison in an unsafe way including:</p> <ul style="list-style-type: none"> <li>Endangering the life or safety of a person or a domestic animal.</li> <li>Exposing food, drink a condiment or another poison or a drug to the risk of contamination by the poison.</li> <li>Give access to the poison to someone not endorsed to possess it.</li> </ul> <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>	<p>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.</p> <ul style="list-style-type: none"> <li>A copy of the Qld Health "Controlled Drugs destruction form" (<a href="https://www.health.qld.gov.au/publications/system-governance/licences/medicines-poisons/drug-destruction-fm.pdf">https://www.health.qld.gov.au/publications/system-governance/licences/medicines-poisons/drug-destruction-fm.pdf</a>) is required to be completed in full and sent with the package. <ul style="list-style-type: none"> <li>All items in the parcel must be cushioned.</li> <li>The parcel must be labelled "Therapeutic Goods for Destruction".</li> <li>The parcel must be sent by registered courier.</li> </ul> </li> </ul> <p>The drug register must be updated to reflect the disposal.</p>
S9	The person who ordered the scheduled drug or poison must account for the order on delivery.				Secure lockable storage required.				NA				



## 8 Related Documents, Legislation and Other Resources

### 8.1 Related Policy Instruments

- JCU HSE Policy

### 8.2 Related Documents and Other Resources

- The Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP) (<https://www.tga.gov.au/publication/poisons-standard-susmp>)
- Controlled Drugs destruction form (<https://www.health.qld.gov.au/publications/system-governance/licences/medicines-poisons/drug-destruction-fm.pdf>)
- Vice Chancellor's Delegation of Authority
- Application to the Chief Executive for an approval for research or teaching purposes at a university - HDPR96 Version 2 January 2015 <https://www.health.qld.gov.au/publications/system-governance/licences/medicines-poisons/university-hdpr96.pdf>

### 8.3 Regulatory Authorities and Other Relevant Entities

- Drugs & Policy & Regulation Unit, Environmental Health Branch, Queensland Health

### 8.4 Related Legislation, Codes of Practice and Standards

- Health Act 1937 <http://www.legislation.qld.gov.au/legisln/current/h/heala37.pdf>
- Health (Drugs and Poisons) Regulation 1996 <https://www.legislation.qld.gov.au/legisln/current/H/HealDrAPOR96.pdf>
- Drugs Misuse Act 1986
- Drugs Misuse Regulation 1987

## 9 Administration

NOTE: Printed copies of this procedure are uncontrolled, and currency can only be assured at the time of printing.

### 9.1 Approval Details

HSE-PRO-004 Procedure Sponsor	Head, Health, Safety and Environment responsible for development, compliance monitoring and review
Approval Authority	DVC Services and Resources
Consultation Committee	HSE Unit, HSEAC Sub Committees and Divisional HSE Committees
Approval date	23/10/2015
Implementation date	23/10/2015
Date for next review	24/10/2017
Contact Unit	<a href="mailto:safety@jcu.edu.au">safety@jcu.edu.au</a>

### 9.2 Revision History

Version	Date Amended	Description of changes	Author
1.0	23/10/2015	Procedure established	HSE

Keywords	
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## 10 Appendices

### 10.1 Appendix 1:

Table 1: JCU Drugs Officers

<b>Division of Tropical Health &amp; Medicine:</b>		
<b>Name</b>	<b>Position</b>	<b>Approval Expiry:</b>
Dr Lynn Woodward	Research Resource Manager	23/08/2017
Phillip Walsh	Team Leader, Cairns AITHM Laboratories	03/06/2017
<b>Division of Tropical Environments &amp; Societies:</b>		
<b>Name:</b>	<b>Position:</b>	<b>Approval Expiry:</b>
Susan Kelly	Manager, Laboratories and Technical Support	23/08/2017
Kylie Brown	Team Leader, Laboratories and Technical Support	TBA
<b>Division of Research &amp; Innovation:</b>		
<b>Name</b>	<b>Position</b>	<b>Approval Expiry:</b>
Diane Rowe	Operations Manager, Research Infrastructure	29/09/2017

## 10.2 Appendix 2:

