

WHS-PRO-011 Drugs and Poisons Procedure

Appendix 1 – Procedures for Purchasing of all Schedules of Drugs / Poisons

| Schedule | Description | Ethics Approval | Purchasing Approval | Purchase Requisition Attachments | Use Code | Supplier Requirement |
|----------|--|---|---|--|---------------|---|
| 2 | Pharmacy Medicine can be supplied from a pharmacy or other retailer that holds a licence. | Ethics approval is required if the substance is for a research teaching purposes that involves any form of animal or human participation. | Signature from supervisor to approve purchase on WHS-PRO-FORM-011b Approval to Purchase Regulated and High-Risk Poisons | WHS-PRO-FORM-011b Approval to Purchase Regulated and High-Risk Poisons | Use code 8436 | Purchase order stating: JCU holds a General Approval – Regulated Poisons University from Queensland Health. The approval number is PGA-UNI010769222, expiry 20/09/25. The general approval allows all S2, S3, S4, S7 and S8 substances. Supplier may request licence. Procurement to supply, do not provide to staff or students. |
| 3 | Pharmacist only medicine. | | | | | |
| 4 | Prescription only medicine or prescription animal remedy. | | | | | |
| 5 | Caution. Items available to public. General storage and labelling requirements apply. | | NA | NA | NA | NA |
| 6 | Poison. Items available to public. General storage and labelling requirements apply. | | NA | NA | NA | NA |
| 7 | Dangerous poison. Substances listed in Schedule 1 of the Medicines and Poisons (Poisons and Prohibited Substances) Regulation 2021. These substances are included in high-risk poisons category. | | Signature from supervisor to approve purchase on WHS-PRO-FORM-011b Approval to Purchase Regulated and High-Risk Poisons Initial purchase to be signed by the Director of Divisional Operations or Dean | WHS-PRO-FORM-011b Approval to Purchase Regulated and High-Risk Poisons | Use code 8437 | Purchase order stating: JCU holds a General Approval – Regulated Poisons University from Queensland Health. The approval number is PGA-UNI010769222, expiry 20/09/25. The general approval allows all S2, S3, S4, S7 and S8 substances. Supplier may request licence. Procurement supply, do not provide to staff or students. |
| 8 | Controlled drug. Drugs of high-risk for diversion or abuse such as morphine. Included in high-risk poisons category. | | | | | |
| 9 | Prohibited Substance. Substances which may be abused or misused, the manufacture, possession, sale or use of which should be prohibited by law except when required for medical or scientific research, or for analytical, teaching or training purposes with approval of Commonwealth and/or State or Territory Health Authorities. Example gamma hydroxybutyrate (GHB). | | | | | |