

WHS-PRO-011 Drugs and Poisons Procedure

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

Schedule	Description	Receipting & Record Keeping	JCU Transport Requirement	Storage Requirement	Risk Assessment	Teaching Practicals and Field Work Usage	Auditing	Disposal Requirement	Loss or Theft
2	Pharmacy Medicine can be supplied from a pharmacy or other retailer that holds a licence.	The person ordering the item must account for the order on delivery.	<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>Undergraduate students are to be supervised at all times.</p> <p>When being transported, the poison must be stored in a secure area of the vehicle.</p>	<p>Regulated poisons other than high-risk poisons (i.e. S2, S3, and S4) must be stored securely. This may include a card access laboratory, locked drawer or lock box. Only authorised users are to have access to the secure storage.</p>	<p>WHS-PRO-FORM-011b Approval to Purchase Regulated and High-Risk Poisons</p>	<p>Possession of S2, S3, S4, S7 restricted, S8 and S9 is only permitted by staff or post graduate students that have purchased the substance through the acquisition and approval process or are obtaining from a central storage (such as antibiotics within a research laboratory).</p> <p>The substance must only be used for teaching, research or analysis as indicated during the acquisition process.</p> <p>The person possessing the substance must ensure all requirements have been met.</p> <p>Undergraduates must be supervised and cannot be in possession of a schedule substance.</p>	<p>WHS Unit audit S4 drugs and poisons that have been identified to have risk of diversion or risk to health.</p> <p>Example: Lethabarb</p>	<p>Pharmaceutical waste contractor</p> <p>Small quantities of residue in bottle, rinse and remove label.</p> <p>Small quantities potentially mixed with other waste stream such as animal bedding and then placed in clinical waste stream.</p> <p>Contact WHS unit for relevant contact to sign register when disposal occurs.</p>	<p>Report to supervisor and the WHS Unit</p>
3	Pharmacist only medicine.								
4	Prescription only medicine or prescription animal remedy.	<p>The person ordering the item must account for the order on delivery.</p> <p>S4 that JCU deem to require additional control, must be logged in a controlled drug register within that area.</p> <p>Example: Lethabarb</p>							
5	<p>Caution.</p> <p>Items available to public.</p> <p>General storage and labelling requirements apply.</p>	NA		NA	NA	NA	NA	<p>Hazardous waste contractor</p> <p>Small quantities of residue in bottle, rinse and remove label.</p>	NA
6	Poison.	NA		NA	NA	NA	NA	<p>Hazardous waste contractor</p> <p>Small quantities of residue in bottle, rinse and remove label.</p>	NA

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	Items available to public. General storage and labelling requirements apply.								
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.	The person ordering the item must account for the order on delivery. Enter stock into controlled drug register.		S7 (restricted), and high-risk poisons (S8 and S9) must be stored in a drug safe in a secure area. When being transported, the poison must be stored in a secure area of the vehicle. At the storage location a list of staff with access to the safe is to be kept and made available during the annual audit process. Substances must be stored in a manner so as to avoid contamination (such as the original container).	WHS-PRO-FORM-011b Approval to Purchase Regulated and High-Risk Poisons	Possession of S2, S3, S4, S7 restricted, S8 and S9 is only permitted by staff or post graduate students that have purchased the substance through the acquisition and approval process or are obtaining from a central storage (such as antibiotics within a research laboratory). The substance must only be used for teaching, research or analysis as indicated during the acquisition process. The person possessing the substance must ensure all requirements have been met. Undergraduates must be supervised and cannot be in possession of a schedule substance.	User to audit controlled drug register every 6 months. WHS unit audit annually.	Small quantities of residue in bottle, rinse and remove label. Small quantities potentially mixed with other waste stream such as animal bedding and then placed in clinical waste stream. Disposal of substance to be recorded in controlled drug register. Contact WHS unit for relevant contact to sign register when disposal occurs.	Report to supervisor and the WHS Unit
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).								