

## Storage

It is a requirement of Department of Health Western Australia that each GP keeps a separate store of S8 Drugs, with the Practice required to obtain a Poisons Permit to store S8 Drugs in a communal pool and record transactions in a single register.

S8 Drugs are to be stored 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.

If a small quantity of S8 Drugs are to be kept (less than 8g combined weight of substances; less than 200 oral preparations; less than 40 single dose ampoules; less than 3 multi dose vials; less than 500ml undivided liquid preparations; and less than 10 transdermal patches), the Practice can obtain an exemption from the requirements of Appendix M (as above), however this exemption needs to be obtained directly from Department of Health WA. The safe requirements with an exemption are slightly less stringent, with the safe needing to meet the following:

- The body of the safe must be at least 10mm thick, with a dogbolt hinge system with the door.
- The door must be at least 10mm thick, not including the backing plate for the locking mechanism. The door must fit flush, with a maximum clearance of 1.5mm when closed.
- The welding must be continuous on all edges.
- The locking mechanism must be 6 lever key or 3 to 4 wheel combination.
- The safe must be mounted to either a brick wall or concrete floor.

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

## 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 *person who wrote the prescription or order*;
- The *quantity* of the drug involved in the transaction;
- The *balance* of the drug remaining on hand after the transaction; and,
- 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<br>42 Pine St, South Beach           |          | 1   | 2       | Dr A Lee      |           |
| 27.08.04 | Main Street Pharmacy<br>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 be readily available on demand. Inventory must be carried out at least once a month.

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

For pooled drug transactions, each form and strength of each different drug is to be documented on a separate page of the large register. Doctor's bag medications can be recorded on a smaller register.



# GPA Info *plus* WESTERN AUSTRALIA S8 SUMMARY



## **Destruction**

---

Western Australian regulations state that S8 drugs may be destroyed by a medical practitioner under the supervision and witness of a pharmaceutical chemist. 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**

---

Phone: 08 9222 6883

Fax: 08 9222 2463

**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.