

## WHS OP033 Scheduled Medicine, Poisons and Drugs Procedure

### Section 1 - Overview

(1) The Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP) is an Australian legislative instrument produced by the Therapeutic Goods Administration (TGA). The SUSMP classifies drugs and poisons into different Schedules signifying the degree of control recommended to be exercised over their availability to the public.

### Section 2 - Scope

(2) This procedure provides specific requirements for drugs, poisons and controlled substances used for research and teaching.

(3) This procedure does not include the legal requirements and obligations for prescribing and administering drugs/medications to people (including authorised personnel and labelling).

### Section 3 - Procedure

(4) The Schedules are referred to under State and Territory legislation for regulatory purposes. Although each State and Territory has its own laws, the vast majority of medicines and poisons are classified according to the SUSMP to achieve uniform national regulation. The current version, the SUSMP 16, is contained in the Poisons Standard February 2017.

(5) The SUSMP classifies drugs and poisons into different Schedules signifying the degree of control recommended to be exercised over their availability to the public.

	Schedule	Description	Examples
<b>S1</b>	Schedule 1	Intentionally blank	N/A
<b>S2</b>	Schedule 2 "Medicinal Poisons"	Substances, the safe use of which may require advice from a pharmacist and which should be available from a pharmacy or, where a pharmacy service is not available, from a licensed person.	Simple analgesics: aspirin, ibuprofen Nasal sprays containing decongestants, Non-sedating antihistamines
<b>S3</b>	Schedule 3 "Potent Substances"	Substances, the safe use of which requires professional advice but which should be available to the public from a pharmacist without a prescription	Pseudoephedrine ( in small doses Cold & Flu preparations) Ventolin (Salbutamol)
<b>S4</b>	Schedule 4 "Restricted Substances"	Substances, the use or supply of which should be by or on the order of persons permitted by State or Territory legislation to prescribe and should be available from a pharmacist on prescription.	Antibiotics, amoxycillin, actinomycin, anabolic/androgenic steroids, adrenaline , amyl nitrite, benzodiazepines, ephedrine, hydrocortisone, penicillin,

			phenobarbitone, progesterone
<b>S5</b>	Schedule 5 "Caution"	Substances with a low potential for causing harm, the extent of which can be reduced through the use of appropriate packaging with simple warnings and safety directions on the label.	Acetone, borax, cyclohexane, dichloromethane, ethanol, formic acid, hexane, potassium carbonate, dichlorvos (pest strip applications embedded in resin strip material at < 20%), copper compounds, hydrochloric acid (certain concentrations), sodium tetraborate
<b>S6</b>	Schedule 6 "Poison"	Substances with a moderate potential for causing harm, the extent of which can be reduced through the use of distinctive packaging with strong warnings and safety directions on the label	Acetic acid, acetic anhydride, ammonia, barium chloride, beryllium, copper, cadmium compounds, carbon disulphide, chloroform, diethyl ether, DMSO, hydrochloric acid, iodine, lead, methanol, nitric acid, phenol, potassium hydroxide, potassium permanganate, sodium hydroxide, sulphuric acid, toluene
<b>S7</b>	Schedule 7 "Dangerous Poison"	Substances with a high potential for causing harm at low exposure and which require special precautions during manufacture, handling or use. These poisons should be available only to specialised or authorised users who have the skills necessary to handle them safely. Special regulations restricting their availability, possession, storage or use may apply	Acrylonitrile, arsenic compounds, benzene, bromine, dimethyl sulphate, hydrofluoric acid, inorganic cyanides, mercury, nicotine, selenium, strychnine, potassium nitrite and sodium nitrite (>40%)
<b>S8</b>	Schedule 8 "Drugs of Addiction"	Substances which should be available for use but require restriction of manufacture, supply, distribution, possession and use to reduce abuse,	Most barbiturates, buprenorphine, cocaine, fentanyl, GHB, hydromorphone, flunitrazepam,

		misuse and physical or psychological dependence	methadone, morphine, oxycodone, pethidine
<b>S9</b>	Schedule 9 " Prohibited Substances"	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.	Heroin, LSD, MDMA, Mescaline
<b>S10</b>	Schedule 10 (previously Appendix C)	Substances of such danger to health as to warrant prohibition of sale, supply and use - Substances which are prohibited for the purpose or purposes listed for each poison.	Borage for therapeutic use Coal tar for cosmetic use Juniperus sabina for therapeutic use Oxyphenisatin for therapeutic use

(6) A person must not dispose of or cause to be disposed of a Schedule 5, Schedule 6 or Schedule 7 poison in any place or manner that constitutes or is likely to constitute a risk to public health or safety.

(7) Controls on disposal of Schedule 2, 3, 4 and 8 poisons require referral to relevant legislation.

(8) The Head of School, or their nominee, should ensure that all authorised supervisors and approved persons are provided with information and training in the secure storage, handling and record keeping of scheduled drugs.

(9) Authorised persons are responsible for the ongoing supervision of approved persons working with scheduled drugs under their authority and for compliance with the relevant legislative requirements.

## Purchasing and Authorisation

(10) \*requires input from relevant School.

## Drug Register

(11) An authorised person must keep a drug register for all Schedule 8 controlled drugs and pentobarbitone sodium that is obtained or used. There is no need to keep a separate S4 drugs register if there is a page reserved specifically for pentobarbitone sodium (S4) in an S8 drugs register.

(12) The drugs register must have:

- a. Pages that cannot be removed or replaced i.e. a bound book;
- b. Consecutively numbered pages;
- c. Separate pages in the register for each S8 drug, each form and strength of the drug; and

- d. Space for specific entry requirements of the drugs register as shown in Table below as an example.

<b>Date</b>	<b>Name and Address to whom drug dispensed, administered, used or received</b>	<b>In</b>	<b>Out</b>	<b>Balanced</b>	<b>Dispenser's original dispensing number or letter</b>	<b>Authorised person Name</b>	<b>Authorised person Signature</b>
<b>Date drug received or used</b>	Supplier or Name of person who using S8 drug Name of animal ( species and owner name and address)	Original volume received from supplier	Amount taken from original for use	Amount remaining	Laboratory – purpose for which drug used Animal – Name of Veterinarian	Printed name of authorised person	Signed by authorised person

## Storage

- (13) Drugs and poisons must be kept in a place to which the public does not have access.
- (14) Drugs and poisons must not be stored in food containers (even if food labels are removed).
- (15) The labels of containers of drugs and poisons must not be defaced or altered.
- (16) In the laboratory, storage of all poisons should be in accordance with standard laboratory storage requirements. In addition:
- A poison should be clearly labelled with the descriptive phrase (e.g. "Dangerous Poison") and schedule number;
  - Containers that have held poisons must not be re-used;
  - Schedule 5, 6 or 7 poisons cannot be repacked and must be kept in the manufacturer's original, unopened container. This applies particularly to stock medicines and agricultural chemicals; and
  - Further conditions apply to the storage of Schedule 4, 7, 8 and 9 poisons.
- (17) Supervisors must ensure that Schedule 4 drugs are stored in a secure storage area e.g. locked laboratory. If a freezer or refrigerator is used for the storage of these substances it must be secured in a room with restricted access controls.
- (18) There is no requirement for a drugs register to be kept for Schedule 4 drugs, other than for pentobarbitone sodium (when used as a restricted S4 substance for euthanising animals).
- (19) An authorised person who uses a Schedule 8 controlled drug or pentobarbitone sodium must keep these substances separately from all other goods in a safe or locked secure cupboard. Securely attach the safe or cupboard to a part of the premises. If these substances are to be kept in a freezer or refrigerator, the freezer or refrigerator must be kept securely locked when not in immediate use and only used for that purpose.

## Disposal

(20) Disposal of drugs and poisons must not endanger the safety of people or animals, contaminate food or medicines, or give access to the drugs to unauthorised persons.

(21) All scheduled poisons, with the exception of Schedule 8 and 9 drugs, are to be disposed of as outlined in the University hazardous waste program.

(22) Schedule 4 (Restricted Substances) must not be disposed of in any place or any manner likely to constitute a risk to the public. Until removal waste Schedule 4 drugs should be kept secure in a waste depot or laboratory.

(23) Schedule 8 and Schedule 9 must not be wilfully destroyed except under the direct personal supervision of an authorised person in charge of a laboratory and under the conditions of the authorisation.

(24) The disposal of S8 drugs can be arranged by contacting the Duty Pharmaceutical Advisor at Pharmaceutical Services Unit. The Pharmaceutical Services Unit will arrange a suitable time to collect the S8 drugs and will make the required entry in the drugs register as a record of the authorised destruction. General inquiries (including calls for Duty Pharmaceutical Officer) Telephone: (02) 9391 9944 Email: [pharmserv@doh.health.nsw.gov.au](mailto:pharmserv@doh.health.nsw.gov.au)

(25) If the person is a medical, dental or veterinary practitioner, destruction can be arranged through a pharmacy or the police. The destruction must be noted in the drugs register and include the date and the name, professional registration number and signature.

## **Authority and Compliance**

(26) The Procedure Administrator, pursuant to the University's Work Health and Safety Rule, makes these procedures.

(27) University Representatives and Students must observe these Procedures in relation to University matters.

(28) These Procedures operate as and from the Effective Date.

(29) Previous Procedures relating to WHS OP013 (Interim) Hazardous Chemicals Procedure are replaced and have no further operation from the Effective Date of this new Procedure.

## **Section 4 - Definitions**

(30) Controlled Substances (Scheduled Drugs and Poisons) means a classification of pharmaceuticals and poisons that require licensing. Under the licence conditions there are restrictions on access, labelling and use.

(31) Effective Date means takes effect on the day on which it is published or on such later day as may be specified in the procedure.

(32) Hazard means a situation or thing that has the potential to harm a person, property or the environment.

(33) Hazardous Chemical means any substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).

(34) University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories

(35) Student means an Admitted Student or an Enrolled Student, at the relevant time.

- a. Admitted student means a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study.
- b. Enrolled student means a student who is enrolled in a unit of study at UNE.

(36) UNE Act means the University of New England Act 1993 No 68 (NSW).

(37) A Worker, as defined by the WHS Act, is a person that carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a. An employee;
- b. A contractor or subcontractor;
- c. An employee of a contractor or subcontractor;
- d. An employee of a labour hire company who has been assigned to work in the person's business or undertaking;
- e. An outworker;
- f. An apprentice or trainee;
- g. A student gaining work experience;
- h. A volunteer; or
- i. Person of a prescribed class.