



Checking and Ordering S4R and S8 Medications at Remote Area Clinics Procedure

Effective: 20 May 2016

1. Guiding Principles

This procedure is designed to comply with the:

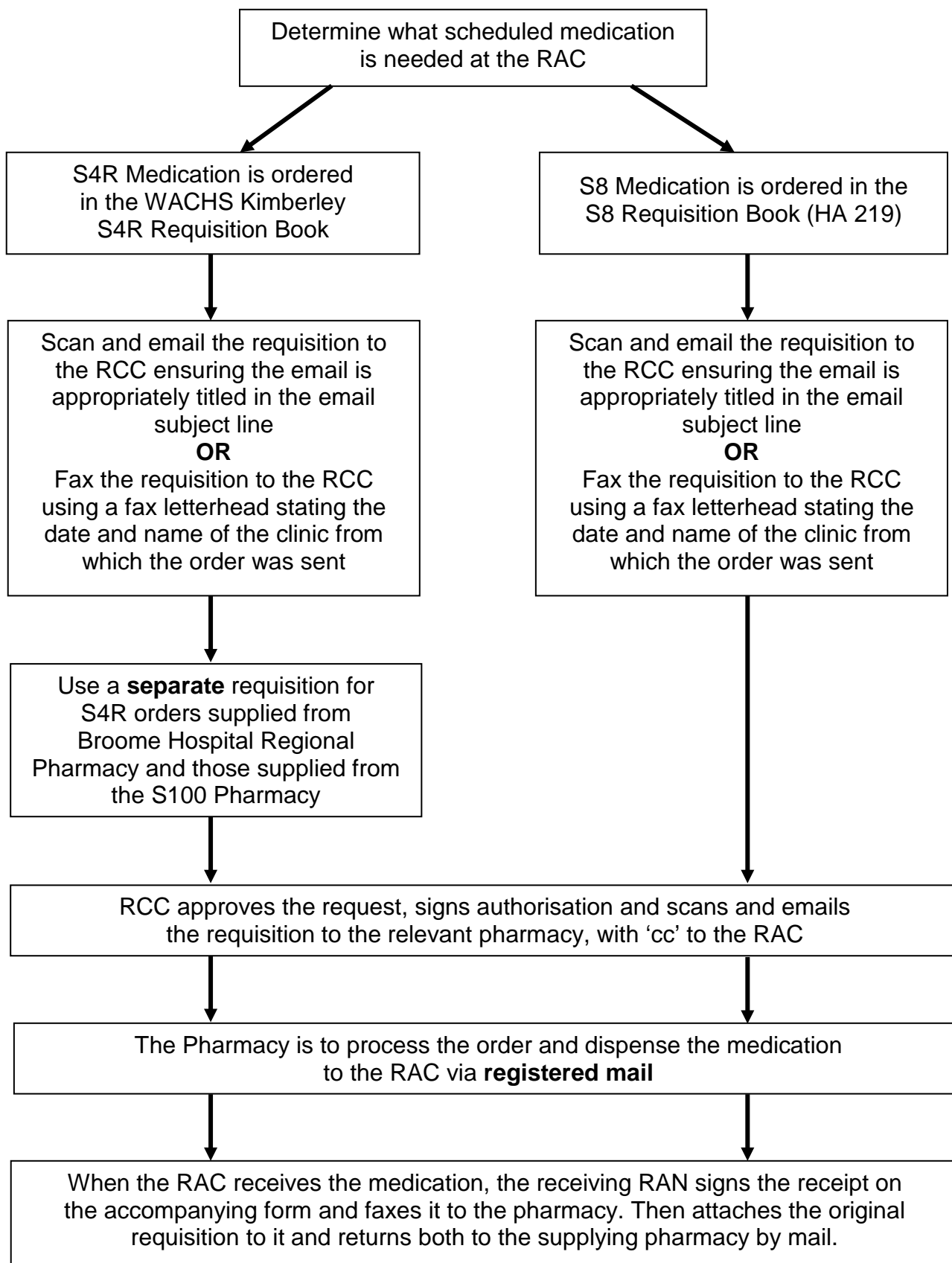
- [WA Poisons Regulations 1965](#)
- WACHS [Medication Administration Policy](#)
- Department of Health [Operational Directive OD 0528/14 Storage and recording of Restricted Schedule 4 \(S4R\) medicines](#)
- WACHS [Requisitioning, Receipt and Return of Schedule Four Recordable \(S4R\) Medications Procedure](#)
- WACHS [Ordering, Storage and Recording of Restricted Schedule 4 Medicines Policy](#)
- [Kimberley Standard Drug List](#)

Its aim is to reduce the risk of loss or theft of restricted medication while in transit to or from the Remote Area Clinic (RAC). It is the result of a practice review.

2. Procedure

- All S4Rs and S8s are stored in a locked secure cupboard.
- The DD key must be kept separate from all other keys, and must be kept on the person of the nurse on call 24/7.
- All S4R and S8 medications are checked on a weekly basis, **and** when a new nurse arrives at the clinic.
- Patients' own S4R and S8 medications including those within a Webster Pak need to be locked in the Secure cupboard and recorded in the relevant register.
- To order clinic stock of S4R and S8 drugs, use the appropriate requisition book in accordance with the appropriate imprest stock levels which are displayed on the front door of the Secure Cupboard.
- For S4R medications ordered from both Broome Hospital Regional Pharmacy and the S100 supply Pharmacy, please use **separate** requisition forms.
- Scan and email the requisition to the Remote Clinic Co-ordinator (RCC) ensuring the email is appropriately titled in the subject -
OR fax the requisition to for approval (Fax No: 9194 1665) using a fax cover sheet.
- **Please date and sign the fax.**
- The approved requisition will be signed then scanned and emailed to the appropriate pharmacy with a 'cc' to the RAC, by the Remote Clinic Coordinator (RCC).
- The pharmacy in turn is to supply the requisitioned medications to the RAC via registered mail.
- The pharmacy will not supply above the imprest level or without the requisition.
- **Do not send the original to the RCC** as you are required to send it to the pharmacy along with the signed copy of the requisition once the enclosed medications have arrived.
- Once the requisitioned medication has arrived at the RAC, the receiving RAN signs receipt of the medication on the requisition form, faxes it to the pharmacy, and then returns it to the pharmacy **with the original requisition form** via mail.
- The medication is then added to the appropriate register.

Flowchart of the S4R and S8 Ordering Process



3. Definitions

RCC	Remote Clinic Coordinator
RAC	Remote Area Clinic
RAN	Remote Area Nurse
S4R	Schedule 4 recordable medications under the <i>Poisons Act 1964</i>
S8	Schedule 8 medications under the <i>Poisons Act 1964</i>
S100 Medications	Medications supplied under Section 100 (S100) Australian Government Department of Health S100 Medication Eligibility Criteria of the National Health Act 1953 . It allows PBS Medication to be supplied free of charge to eligible clients, as an effort to improve accessibility of remote clients to essential medication under a special arrangement.
Non S100 Medication	All medications not covered under the S100 scheme.

4. S4R and S8 Medication

4.1 S8 Medication

All S8 stock medication is supplied through **the Broome Hospital Regional Pharmacy**, including:

- Ketamine
- Morphine

4.2 S4R (non S100) medication supplied through Broome Hospital Regional Pharmacy

- Methoxyflurane
- Midazolam
- Vecuronium bromide
- Suxamethonium

4.3 S4R (S100) medication supplied through S100 Pharmacy

- Diazepam IV
- Diazepam oral
- Tramadol
- Temazepam
- Panadeine Forte

4.4 Patients own S4R and S8 Medication are supplied through the S100 Pharmacy

- S4R medication requires a prescription from the doctor, the pharmacy requires the **original prescription** before it is able to dispense the medication.
- S8 medications are to be supplied through the S100 pharmacy via registered mail.
- Document the medications in the appropriate register when received, under the patient's name.

5. Roles and Responsibilities

RCC	Responsible for the monitoring and approval of requisitions of S4R and S8 medication at remote sites.
Pharmacist	Notifying RCC of any unusual requisition activity and any requests for medication greater than the imprest levels. Supply S4R and S8 medication to clinics via registered mail.
RAN	Order correct medication levels according to current stock and set imprest levels. Use the correct requisition books – WACHS Kimberley S4R book for S4R medications and S8 (HA219) for S8 medication. Use one S4R requisition page per supply pharmacy Document the receipt of the received medication on the attached requisition form by signing in the 'received' area, and attach the signed requisition to the original requisition and mailing both back to the relevant pharmacy. Comply with the Poisons Regulations and WACHS Medication Administration Policy by documenting the receipt of S4R and S8 medications the appropriate register.

6. Compliance

It is a requirement of the WA Health Code of Conduct that employees “comply with all state government policies, standards and Australian laws and understand and comply with all WA Health business, administration and operational directives and policies”. Failure to comply may constitute suspected misconduct under the [WA Health Misconduct and Discipline Policy](#).

7. Evaluation

Monitoring of compliance with this document is to be carried out by pharmacists, every time an order is placed by ensuring that the requisition (and original) is returned after receiving their order.

8. Standards

[National Safety and Quality Health Care Standards](#) – Standards 4.2.1, 4.2.2, 4.3.1, 4.3.2

9. Legislation

- [WA Poisons Act 1964](#)
- [WA Poisons Regulations 1965](#)
- [National Health Act 1953](#)

10. References

- [Australian Government Department of Health S100 Medication Eligibility Criteria](#)
- [Kimberley Standard Drug List](#)

11. Related Policy Documents

- WACHS [Medication Administration Policy](#)
- WACHS [Requisitioning, Receipt and Return of Schedule Four Recordable \(S4R\) Medications Procedure](#)
- WACHS [Ordering, Storage and Recording of Restricted Schedule 4 Medicines Policy](#)

12. Related Policies

- Department of Health [Operational Directive OD 0528/14 Storage and recording of Restricted Schedule 4 \(S4R\) medicines](#)

**This document can be made available in alternative formats
on request for a person with a disability**

Contact:	Remote Clinical Support Nurse (L.Nieuwoudt)		
Directorate:	Nursing and Midwifery Services	TRIM Record #	ED-CO-13-120642
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