



## Handling and completion of entries in Schedule 4 Restricted and Schedule 8 Registers and Requisitions Books Information Sheet

### 1. Guiding Principles

This document provides guidance on the completion and handling of Schedule 4 Restricted (S4R) and Schedule 8 (S8) registers and requisition books. The use of these registers and requisition books is to ensure compliance with the Medicines and Poisons Act 2014, Poisons Regulations 2016 and the Department of Health Medicines Handling Policy [MP 139/20](#).

### 2. Information

- **Description of the Registers and Requisition Books used within WACHS South West**

All S4R and S8 registers and requisition books are to be ordered from the Pharmacy. These books are uniquely numbered by the Pharmacy prior to issuing to clinical areas. S4R registers and requisition books are numbered with the prequel of S4G and S4Q respectively. The S8 registers and requisition books are numbered with the prequel of S8G and S8Q respectively.

- **Handling and storage of completed Registers and Requisition books**

All completed books are to be returned to Pharmacy with a pharmacist or with a registered courier. All completed books are to have their original front and back covers intact. Any damaged covers must be fixed before returning them to Pharmacy. All details on the register covers – including start and finish date for the register need to be completed. The Pharmacy will arrange appropriate archiving of these registers and requisition books.

It is recommended that all sites maintain a log of the registers and requisition books that they receive from and return to Pharmacy – to enable rapid location of a register or requisition in the event of a medication discrepancy.

- **Ordering of new Registers and Requisition books**

Replacement books should be ordered from Pharmacy on the respective requisition form. Regional sites are to order their books by adding them to their drug requisition form. Bunbury and Busselton wards are to contact their ward pharmacist.

The number of spare S4R and S8 registers that are kept at a site are not to exceed two thirds of the number of books in use or a maximum of ten books in total.

- **Completing entries within the S4R and S8 Registers**

All entries within the S4R and S8 registers must be completed by two staff members.

For entries for patient administration of medications one staff member must be a Registered Nurse or Midwife and the co-signer may be another Registered Nurse or Midwife, a medication endorsed Enrolled Nurse, a Medical Officer, or a Pharmacist.

For entries on stock movement a Pharmacy Technician or Pharmacist Assistant may be the co-signer. In addition, two Pharmacy staff members (one of which must be a pharmacist) may be involved in the record without a nursing staff member.

All columns applicable to an entry in the Requisition Books and Registers must be completed. See examples provided in section 3 of this document.

- **Recording and Storage of Patient's own S4R and S8 Medications**

All S4R and S8 patient's own medications that are brought into the hospital have to be recorded in the respective current registers. See the WACHS South West Handling and Storage of Patient's Own Medications – Including Schedule 4 Restricted (S4R) and Schedule 8 (S8) Medications for specific guidance around the handling of these medications.

- **Discrepancies of S4R and S8 Medications**

All discrepancies for S4R and S8 medications are required to be reported. For process details for the reporting of these discrepancies, including standard register entries, refer to the WACHS South West [Schedule 8 and Schedule 4 Restricted Medicine Discrepancies Notification Flowchart](#), your ward Medication Discrepancies Resource Folder and the Department of Health Reporting of Schedule 4 Restricted and Schedule 8 Medicines Discrepancies Policy [MP 0103/19](#).

Oral liquid S4R and S8 medications are likely to have a discrepancy at the end of each bottle. This must have a reconciliation process occur to ensure that it is an acceptable discrepancy based on multiple measurement occurring or if outside of acceptable limits to allow escalation for review. If unsure of this process please contact your ward pharmacist or the Pharmacy Department.

- **S4R and S8 Medication Keys**

For information on the handling, recording and storage of medication keys refer to the WACHS South West [Medication Keys Procedure](#).

### 3. Examples of Entries within the S4R and S8 Registers

#### Example One: Receiving Stock from Pharmacy

When receipt of stock is recorded within the register, it is important that the requisition number on which the stock was ordered is recorded in the 'REQ No.' column. In addition, the name of the Registered Nurse or Midwife or Pharmacist that ordered the stock on the requisition is to be recorded under the 'Name of Doctor Ordering' column.

**S4R - RECORD OF DRUGS RECEIVED AND USED**

004

DRUG: TEMAZEPAAM 10mg tablets

RECEIVED			USED											
DATE	AMOUNT	REQ No.	FULL NAME OF PATIENT	URMN	TIME GIVEN	DOSE ADMINISTERED	AMOUNT DISCARDED	AMOUNT ISSUED from STOCK	BALANCE	NAME OF DOCTOR ORDERING	ADMINISTERED, SUPPLIED OR RECEIVED BY		WITNESSED BY	
											(SIGNATURE)	(PRINT NAME)	(SIGNATURE)	(PRINT NAME)
24.2.21			BALANCE TRANSFERRED FROM PAGE 3 BOOK S4R 001			1700			15		JN	Jane Nurse	B Nurse	Ben Nurse
25.2.21	25	01987	Ex Pharmacy		0928				40	D. Pharmacist	JN	Jane Nurse	B Nurse	Ben Nurse

#### Example 2: Transfer of Stock between Hospital Wards

A requisition form must be completed when stock is being transferred between two wards i.e.: between general ward and Emergency Department or vice versa. Therefore when this process occurs, the transfer must be completed in the relevant S4R or S8 register for both wards, and a requisition must be completed in the relevant S4R or S8 requisition book for the transfer. The white (top) copy of the completed requisition is to be sent to Pharmacy.

Transfer of stock between hospital wards must comply with the details in Section 2.8 of the [WACHS Medication Handling and Accountability Policy](#).

This process must have three different authorised staff members involved in the process.

WACHS South West Handling and completion of entries in Schedule 4 Restricted and Schedule 8 Registers and Requisitions Books Procedure

Register entry for issuing ward (Example: Emergency Department transferring medication to Medical Ward)

S4R - RECORD OF DRUGS RECEIVED AND USED

001

DRUG

MIDA 20 LAM 5mg/mL injection

001

RECEIVED			USED											
DATE	AMOUNT	REQ No.	FULL NAME OF PATIENT	URMN	TIME GIVEN	DOSE ADMINISTERED	AMOUNT DISCARDED	AMOUNT ISSUED from STOCK	BALANCE	NAME OF DOCTOR ORDERING	ADMINISTERED, SUPPLIED OR RECEIVED BY		WITNESSED BY	
											(SIGNATURE)	(PRINT NAME)	(SIGNATURE)	(PRINT NAME)
20/2/21			BALANCE TRANSFERRED FROM PAGE 85 BOOK S460009		1615				25		Bob Nurse	BOB NURSE	Cat Nurse	CAT NURSE
20/2/21	—	01987	Transfer to Medical ward	—	1625			10	15	Amy Nurse	Amy Nurse	AMY NURSE	Cat Nurse	CAT NURSE

Register entry for receiving ward (Medical Ward)

S4R - RECORD OF DRUGS RECEIVED AND USED

001

DRUG MIDAZOLAM 5mg/ml injection

001

RECEIVED			USED											
DATE	AMOUNT	REQ No.	FULL NAME OF PATIENT	URMN	TIME GIVEN	DOSE ADMINISTERED	AMOUNT DISCARDED	AMOUNT ISSUED from STOCK	BALANCE	NAME OF DOCTOR ORDERING	ADMINISTERED, SUPPLIED OR RECEIVED BY		WITNESSED BY	
											(SIGNATURE)	(PRINT NAME)	(SIGNATURE)	(PRINT NAME)
			BALANCE TRANSFERRED FROM PAGE ____ BOOK ____											
20/2/21	10	01987	Received from ED	—	1630	—————			10	Amy NURSE	Amy Nurse	AMY NURSE	Jim Nurse	JIM NURSE

WACHS South West Handling and completion of entries in Schedule 4 Restricted and Schedule 8 Registers and Requisitions Books Procedure

Requisition

(Requisition form on ED)

WACHS  
SW

No: 01987

REQUISITION FOR  
RESTRICTED SCHEDULE FOUR DRUGS

DEPARTMENT or HOSPITAL: TRANSFER FROM ED to MEDICAL WARD Cost Center Code \_\_\_\_\_

IMMEDIATELY NOTIFY PHARMACY UPON RECEIVING MEDICATIONS

Quantity On Hand	Quantity Required	Item Description	Quantity Supplied	Pharmacy Use Only
		MIDAZOLAM 5mg/ml AMPS	10	

ORDERED BY: AMY NURSE  
(NAME IN BLOCK LETTERS) Amy Nurse (SIGNATURE) 20 1 2 121 (DATE)

SUPPLIED BY: CAT NURSE  
(NAME IN BLOCK LETTERS) Cat Nurse (SIGNATURE) 20 1 2 121 (DATE)

RECEIVED BY: JIM NURSE  
(NAME IN BLOCK LETTERS) Jim Nurse (SIGNATURE) 20 1 2 121 (DATE)

# WACHS South West Handling and completion of entries in Schedule 4 Restricted and Schedule 8 Registers and Requisitions Books Procedure

## Example 3: Alteration within the Register

When any information entered in the register needs to be altered, such as returning to stock an unused ampoule or recording a refusal of a tablet resulting in disposal of stock, the new information is to be entered on the next available line explaining the reason for the alteration, and signed by two staff. **Obliterations (e.g. crossing out entire lines) are not permitted in the Registers.**

### S4R - RECORD OF DRUGS RECEIVED AND USED

001

001

DRUG <u>TRAMADOL IMMEDIATE RELEASE 50mg</u>														
RECEIVED			USED											
DATE	AMOUNT	REQ No.	FULL NAME OF PATIENT	URMN	TIME GIVEN	DOSE ADMINISTERED	AMOUNT DISCARDED	AMOUNT ISSUED from STOCK	BALANCE	NAME OF DOCTOR ORDERING	ADMINISTERED, SUPPLIED OR RECEIVED BY		WITNESSED BY	
											(SIGNATURE)	(PRINT NAME)	(SIGNATURE)	(PRINT NAME)
21.1.21			BALANCE TRANSFERRED FROM PAGE 92 BOOK 546118		1000				150		John Nurse	JOHN NURSE	J.Nurse	JANE NURSE
21.1.21			BELINDA PATIENT	B0123456	1500	50mg		1	149	BOB DOCTOR	John Nurse	JOHN NURSE	J.Nurse	JANE NURSE
21.1.21			Above entry for BELINDA PATIENT refused - tablet discarded at 15:03						149	BOB DOCTOR	John Nurse	JOHN NURSE	J.Nurse	JANE NURSE

## Example 4: Administration of a Portion of an Ampoule or Tablet

When administering a portion of an ampoule both the dose administered and the amount discarded need to be recorded within the register.

### S4R - RECORD OF DRUGS RECEIVED AND USED

001

001

DRUG <u>TRAMADOL 100mg/2ml AMPOULE</u>														
RECEIVED			USED											
DATE	AMOUNT	REQ No.	FULL NAME OF PATIENT	URMN	TIME GIVEN	DOSE ADMINISTERED	AMOUNT DISCARDED	AMOUNT ISSUED from STOCK	BALANCE	NAME OF DOCTOR ORDERING	ADMINISTERED, SUPPLIED OR RECEIVED BY		WITNESSED BY	
											(SIGNATURE)	(PRINT NAME)	(SIGNATURE)	(PRINT NAME)
14.2.21			BALANCE TRANSFERRED FROM PAGE 93 BOOK 546818	18	1115				39		Edna Nurse	Edna Nurse	Barry Nurse	Barry Nurse
14.2.21			TIM PATIENT	J2345678	1230	50mg	50mg	1	38	Parry Doctor	Edna Nurse	Diana Nurse	Edna Nurse	Edna Nurse

## WACHS South West Handling and completion of entries in Schedule 4 Restricted and Schedule 8 Registers and Requisitions Books Procedure

Prior to administering a portion of a tablet, it is essential to initially ensure that it is appropriate to break the tablet. Refer to the medication's product information and the [Australian Don't Rush to Crush Handbook](#).

When administering a portion of a tablet, both the dose administered and the amount discarded need to be recorded within the register. Portions of solid oral dosing forms (tablets) should not be retained.

### S4R - RECORD OF DRUGS RECEIVED AND USED

001

DRUG

TEMAZEPAM 10mg tablets

001

RECEIVED			USED											
DATE	AMOUNT	REQ No.	FULL NAME OF PATIENT	URMN	TIME GIVEN	DOSE ADMINISTERED	AMOUNT DISCARDED	AMOUNT ISSUED from STOCK	BALANCE	NAME OF DOCTOR ORDERING	ADMINISTERED, SUPPLIED OR RECEIVED BY		WITNESSED BY	
											(SIGNATURE)	(PRINT NAME)	(SIGNATURE)	(PRINT NAME)
15.2.21			BALANCE TRANSFERRED FROM PAGE 91 BOOK S46009		1730				45		Amy Nurse	AMY NURSE	Bob Nurse	BOB NURSE
15.2.21			KATRINA PATIENT	K3456789	2000	15mg	5mg	2	43	Chad Doctor	Amy Nurse	AMY NURSE	Bob Nurse	BOB NURSE

### Example 5: Administering a Dose that Requires the Administration of Two Different Strengths

Total dose for patient of 150mg of tramadol slow release, administered as one tramadol 100mg SR tablet and one tramadol 50mg SR tablet.

### S4R - RECORD OF DRUGS RECEIVED AND USED

001

001

DRUG <u>TRAMADOL 100mg SLOW RELEASE TABLETS</u>														
RECEIVED			USED											
DATE	AMOUNT	REQ No.	FULL NAME OF PATIENT	URMN	TIME GIVEN	DOSE ADMINISTERED	AMOUNT DISCARDED	AMOUNT ISSUED from STOCK	BALANCE	NAME OF DOCTOR ORDERING	ADMINISTERED, SUPPLIED OR RECEIVED BY		WITNESSED BY	
											(SIGNATURE)	(PRINT NAME)	(SIGNATURE)	(PRINT NAME)
15.2.21			BALANCE TRANSFERRED FROM PAGE <u>82</u> BOOK <u>S46996</u>	—	0918	—	—	—	27	—	P. Nurse	Peter Nurse	M. Nurse	Math Nurse
15.2.21			FABIAN PATIENT	L1234567	0930	100mg	—	1	26	Bill Doctor	P. Nurse	Peter Nurse	M. Nurse	Math Nurse

# WACHS South West Handling and completion of entries in Schedule 4 Restricted and Schedule 8 Registers and Requisitions Books Procedure

**S4R - RECORD OF DRUGS RECEIVED AND USED**

001

DRUG TRAMADOL 50mg SLOW RELEASE TABLETS

RECEIVED			USED											
DATE	AMOUNT	REQ No.	FULL NAME OF PATIENT	URMN	TIME GIVEN	DOSE ADMINISTERED	AMOUNT DISCARDED	AMOUNT ISSUED from STOCK	BALANCE	NAME OF DOCTOR ORDERING	ADMINISTERED, SUPPLIED OR RECEIVED BY		WITNESSED BY	
											(SIGNATURE)	(PRINT NAME)	(SIGNATURE)	(PRINT NAME)
15.2.21			BALANCE TRANSFERRED FROM PAGE 91 BOOK 546996	—	0918	—	—	—	42	—	P. Nurse	Peter Nurse	M. Nurse	Matt Nurse
15.2.21			FABIAN PATIENT	L1234567	0930	50mg	—	1	41	—	P. Nurse	Peter Nurse	M. Nurse	Matt Nurse

## Example 6: Transferring Pages

This is the same process for transferring between pages in the same book or transferring between pages from a completed book to a new book. Remember to update the contents page of the register with the new page number for that medication.

**Top of page**, showing transfer from page 9 to this page (page 10)

**S4R - RECORD OF DRUGS RECEIVED AND USED**

0010

DRUG CLONAZEPAM 500microgram Tablets

RECEIVED			USED											
DATE	AMOUNT	REQ No.	FULL NAME OF PATIENT	URMN	TIME GIVEN	DOSE ADMINISTERED	AMOUNT DISCARDED	AMOUNT ISSUED from STOCK	BALANCE	NAME OF DOCTOR ORDERING	ADMINISTERED, SUPPLIED OR RECEIVED BY		WITNESSED BY	
											(SIGNATURE)	(PRINT NAME)	(SIGNATURE)	(PRINT NAME)
10.2.21			BALANCE TRANSFERRED FROM PAGE 9 BOOK 546194	—	1112	—	—	—	49	—	Jo Nurse	Joanne Nurse	H Nurse	Harry Nurse

**Bottom of page**, showing transfer from this page (page 10) to the next page (in this instance to page 11).

			BALANCE TRANSFERRED FROM PAGE 10 BOOK 546194	—	1521	—	—	—	110	—	Jo Nurse	Joanne Nurse	H Nurse	Harry Nurse

### Example 7: Recording of Dose Administered and Amount Discarded for Incremental Dosing

If incremental dosing of a S4R or S8 medication is required, the Registered Nurse or Midwife must stay with the patient. When this occurs the amount issued from stock is able to be recorded at the time of preparation of the product, however both the dose administered to the patient and the amount discarded are unknown. Once the dosing is complete, this information is then to be completed against the relevant entry and initialled by both nurses or midwives.

Should the nursing/ midwifery staff member be required to leave the patient, they are to consider the dosing complete, the dose administered and the amount discarded should be recorded within the register. Further dosing requires the process to re-commence with the issuing of a new ampoule recorded as a separate entry within the register.

0067

**RECORD OF DRUGS: RECEIVED, ADMINISTERED OR SUPPLIED**

**DRUG** MORPHINE 10mg/mL AMPOULES Balance 59 brought forward from page 9 S8G234  
(Including strength and form)

Date	Received		Identifying Details Full name of patient or supplier	Administered or Supplied				Balance	Name of prescriber	Administered, supplied or received by (sign & print name)	Witnessed by (sign & print name)
	Amount	Requisition number		Time	Dose administered	Amount discarded	Amount issued from stock				
19.2.21	—	—	J 0123456 BRONTE PATIENT	1815	6mg HN LN	4mg HN LN	1	58	Bob DOCTOR	H. Nurse Harry Nurse	L. Nurse Lucy Nurse

### Example 8: Return of Medication from District Sites to Pharmacy

For the procedure for return of expired or excess S4R or S8 medications from district sites to Pharmacy refer to the WACHS South West [Handling of Expired Drugs or Excess Stock Procedure for District Sites Procedure](#).

This process requires completion of a register entry, requisition form and either an Excess or Expired Stock Record.

# WACHS South West Handling and completion of entries in Schedule 4 Restricted and Schedule 8 Registers and Requisitions Books Procedure

## Register entry for returning location

**S4R - RECORD OF DRUGS RECEIVED AND USED**

001

DRUG: LORAZEPAM 1mg Tablets

RECEIVED		USED												
DATE	AMOUNT	REQ No.	FULL NAME OF PATIENT	URIN	TIME GIVEN	DOSE ADMINISTERED	AMOUNT DISCARDED	AMOUNT ISSUED from STOCK	BALANCE	NAME OF DOCTOR ORDERING	ADMINISTERED, SUPPLIED OR RECEIVED BY		WITNESSED BY	
											(SIGNATURE)	(PRINT NAME)	(SIGNATURE)	(PRINT NAME)
25.2.21			BALANCE TRANSFERRED FROM PAGE 29 BOOK 546234						65	—	D.N	Di Nurse	Lucy Nurse	Lucy Nurse
25.2.21	—	01987	Return to Pharmacy-expired stock	1015		—	15	50	Di Nurse	D.N.	Di Nurse	Di Nurse	Lucy Nurse	Lucy Nurse

## Requisition

WACHS SW

No: 01987

**REQUISITION FOR RESTRICTED SCHEDULE FOUR DRUGS**

COLLIE

DEPARTMENT or HOSPITAL: RETURN TO PHARMACY Cost Center Code \_\_\_\_\_

**IMMEDIATELY NOTIFY PHARMACY UPON RECEIVING MEDICATIONS**

Quantity On Hand	Quantity Required	Item Description	Quantity Supplied	Pharmacy Use Only
		LORAZEPAM 1mg Tablets	15	
		Expired stock for disposal		
		Return to Pharmacy		

ORDERED BY: Di NURSE (NAME IN BLOCK LETTERS) D.N (SIGNATURE) 25.2.21 (DATE)

SUPPLIED BY: LUCY NURSE (NAME IN BLOCK LETTERS) Lucy Nurse (SIGNATURE) 25.2.21 (DATE)

RECEIVED BY: \_\_\_\_\_ (NAME IN BLOCK LETTERS) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

### Excess Stock Record / Expired Stock Record

## EXPIRED STOCK RECORD

District Site : COLLIE

Date : 25.2.21

[illegible]

Unit Quantity = number of individual tablets / capsules / ampoules / vials / patches  
For use by district sites of WACHS-SW (excluding Busselton Health Campus)

Printed or saved electronic copies of this policy document are considered uncontrolled.

Always source the current version from WACHS HealthPoint Policies.

For return of S4R and S8 medications from wards at Bunbury and Busselton Hospitals please contact your ward pharmacist.

## 4. Definitions

<b>Schedule 4 Restricted</b>	Range of Schedule 4 medications that are liable to abuse and therefore require additional storage and recording requirements within public hospitals. As defined by the Department of Health <a href="#">Department of Health MP0139/20 Medicines Handling Policy</a>
<b>Schedule 8</b>	Poisons to which the restrictions recommended for drugs of dependence by the “1980 Royal Commission of Inquiry into Drugs” should apply. A drug register is required to monitor and record usage.
<b>Pharmacy</b>	WACHS - South West Pharmacy Department located at Bunbury Hospital and the WACHS – South West Satellite Pharmacy located at Busselton Health Campus.

## 5. Roles and Responsibilities

The **site nurse manager** is to ensure that the poisons legislation is adhered to in their area of responsibility including the safe custody, appropriate authorisation and management of S4R and S8 requisition pads and registers that are issued to that area

Registered Nurses/Midwives & medication endorsed Enrolled Nurses are responsible for accurately undertaking the correct process for handling and documentation of S4R & S8 medications.

In the case of Anaesthetic technicians, within theatres, they are responsible for accurately undertaking the correct process for handling and documentation of S4R medications, when they are assisting an anaesthetist with medication administration, where they are permitted by their JDF to do so, have completed appropriate training and been deemed as competent by WACHS-SW.

## 6. Compliance

The **site nurse manager** is to ensure that quarterly audits are performed for the site S4R and S8 registers using the approved audit tools. Any irregularities are to be immediately reported to the Chief Pharmacist.

## 7. Standards

[National Safety and Quality Health Care Standards](#): 4.1, 4.4, 4.14, 4.15

## 8. Legislation

[Medicines and Poisons Act 2014](#) (WA)  
[Poisons Regulations 1965](#) (WA)

## 9. Related Forms

Nil

## 10. Related Policy Documents

WACHS South West [Schedule 8 and Schedule 4 Restricted Medication Discrepancies Notification Flowchart](#)  
WACHS South West [Handling and Storage of Patient's Own Medications – Including Schedule 4 Restricted and Schedule 8 Medications](#)  
WACHS [Medication Handling and Accountability Policy](#)  
WACHS South West [Secure Access of Medication - Clean Utility Rooms via Medication Keys and Swipe Key Cards \(Electronic\) Procedure](#)  
WACHS South West [Handling of Expired Drugs or Excess Stock Procedure for District Sites Procedure](#)

## 11. Related WA Health Policies

[Department of Health MP 0139/20 Medicines Handling Policy](#)

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

<b>Contact:</b>	Regional Chief Pharmacist		
<b>Directorate:</b>	Operations South West	<b>TRIM Record #</b>	ED-CO-13-72890
<b>Version:</b>	3.00	<b>Date Published:</b>	5 July 2021

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.