



Ordering Stock S4R and S8 Medications from S100 Supply Procedure

Effective: 30 May 2018

1. Guiding Principles

This procedure is designed to comply with the [Poison Regulations of 1965](#), S100 medication supply of the [National Health Act 1953](#), and with the WACHS [Medication Administration Policy](#) and including the following [Medicines and Poisons Regulations 2016](#), [Medicines and Poisons Act 2014](#) and [The Poisons Standard March 2018](#).

The aim of this procedure is to reduce the risk of loss or theft of restricted medication while in transit to or from the Remote Area Clinics (RAC). This is the result of a practice review.

The scope of this document is for Remote Area Nurses (RANs) working in the Fitzroy Valley under the direct line management of the Community Health Nurse Manager (CHNM), Fitzroy Crossing and the pharmacies that supply restricted substances to Fitzroy Valley Community Health. By following this procedure, staff will be demonstrating compliance with procedural expectations when ordering and handling restricted substances.

2. Procedure

2.1 The RAN is to check S4R and S8 restricted medicines stock on a weekly basis.

- 2.1.1 S4R and S8 balance checks are to be documented in the WACHS Kimberley HA14 (Dangerous Drug (DD)) Registrar. S4R and S8 medications and are to be ordered through an authorised (HA219) Acquisition Books
- 2.1.2 Minimum and maximum stock levels as agreed by the CHNM and Pharmacy and the range of items per the as Kimberley Standard Drug List (KSDL) are to be adhered to.
- 2.1.3 Minimum and maximum stock levels are to be set out under the guidance to regional Pharmacy, and clinic Impress sheets are to be adhered here to.
- 2.1.4 RAN notifies CHNM of current stock numbers and number of required stock.

2.2 The CHNM is then to:

- 2.2.1 order S8 or S4R using an authorised (S8) Requisition for Schedule Eight Drugs Book or a S4R Requisition Schedule Four Recordable Medication Requisition Book, the quantity at hand, the quantity required and the item of medication required.
- 2.2.2 scan to email the requisition slip and email to supply pharmacy.
- 2.2.3 securely file the original requisition slip (hard copy) until stock arrives and save email copy of order to electronic file.

2.2.4 CHNM is to request from Broome Pharmacy an approximate date of dispatch and date and delivery time of S4R and S8 Medication by (Registered Mail) to Fitzroy Crossing Post Office, via Greyhound Bus Services.

2.2.5 Broome Pharmacy is to email CHNM date of dispatch of medication, and arrival day and time.

2.3 The Pharmacy is to supply medications requisitioned:

2.3.1 after checking previous amounts ordered (trends)

2.3.2 after ensuring the quantity adheres to and Imprest quantities

2.3.3 package and post medication Registered Mail to the CHNM at Fitzroy Crossing and to email or contact CHNM directly of dispatch date, and arrival date and times of medication.

If there are any variations or unusual quantities being ordered, highlight to the CHNM:

2.3.3.1 numbers on average ordered by clinic

2.3.3.2 date of last order and quantity

2.3.3.3 comparison of quantities ordered by other RAC.

2.4 Medication is to be picked up from Fitzroy Crossing Post office by approved WACHS employee, CHNM are to receive medications immediately on arrival to Community Health Centre. The CHNM, upon receipt of the Registered Mail:

2.4.1 validates quantities received against delivery receipt the order is then checked by the registered nurse (RN) and both CHNM and RN are to sign (1) the delivery docket and (2) original requisition (white) slip as received quantities are correct.

2.4.2 while still in transit, S4R and S8 medications are re-packed in clearly identified packaging which identifies the assigned RAC. Medications are then and locked in hospital DD Cabinet for next day delivery to RAC

2.4.3 remote patients whom receive either S8 or SR4 medication will require their medications to be packaged in sealed bags which are to be are also to be locked in hospital D.D Cabinet

2.4.4 posts, emails or directly delivers after confirmation of delivery the signed (1) delivery docket, (2) original, white requisition slip, and (3) post pink requisition slip order to the supply pharmacy, and files hard copies and electronically saves scanned copy of delivery receipt and acquisition order.

Broome.Pharmacy@health.wa.gov.au

fitzroy@kimberleypharmacyservices.com.au

2.4.5 the following working day CHNM provides RAN with medication to be transported to remote clinic. If medication arrives prior to a non RAC clinic day or any Friday, medication are to be locked in hospital DD Cabinet.

2.5 The RAN transports medication to the RAC:

2.5.1 in person

2.5.2 on arrival to RAC, RAN and RN sign the medication into the WACHS Kimberley S4R medications and S8 (HA14) DD registrar as per:

- [Operational Directive OD 0141/08 Code of practice for the handling of Schedule 8 medicines \(drugs of addiction\) in hospitals and nursing posts](#)
- [Operational Directive OD 0528/14 Storage and recording of Restricted Schedule 4 \(S4R\) medicines.](#)

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	are medications supplied under Section 100 (S100) of the <i>National Health Act 1953</i> . 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	are all medications not covered under the S100 scheme.
KDSL	Kimberley Standard Drug List

4. Roles and Responsibilities

4.1 The **CHNM** is responsible for the monitoring and approval of requisitions of S4R and S8 medication at remote sites in the Fitzroy Valley and is to:

- 4.1.1 document the receipt of the received medication and subsequent supply to the RAN by having the RAN sign in the 'received' area on the delivery receipt
- 4.1.2 attach the signed receipt to the original requisition
- 4.1.3 mail, email or deliver directly delivery docket and acquisition slip to supplying pharmacy, Broome Hospital Pharmacy or Fitzroy Crossing Hospital Pharmacy.
- 4.1.4 is to confirm dispatch date and arrival time and date of all S4R and S8 medication sent from Broome Hospital Pharmacy, via registered mail to Fitzroy Crossing Community Health Centre.
- 4.1.5 coordinate the safe storage of medication once received.

CHNM and registered nurses/midwives are responsible for accurately undertaking the correct processes for ordering, handling and documentation of S4R and S8 medication.

4.2 The **Pharmacist** is responsible for:

- 4.2.1 supplying the S4R and S8 medication to the CHNM via registered mail
- 4.2.2 inform CHNM of day of dispatch, arrival date and time of S8 and SR4 medications to Fitzroy Crossing
- 4.2.3 notifying the CHNM of any unusual requisition activity and any requests for medication greater than the imprest levels or normal trends.

4.3 The **RAN** is responsible for:

- 4.3.1 checking the correct medication levels according to current stock and set imprest levels
- 4.3.2 complying with the Poisons Regulations and WACHS Medication Administration Policy by documenting the receipt of S4R and S8 medications the appropriate register.

All Staff are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

5. Schedules

5.1 Supply of S4R and S8 medication

5.1.1 **S8 Medication**

All S8 non-scripted medication is supplied through the Broome Hospital Regional Pharmacy.

5.1.2 **S4R medication supplied through Broome Hospital Regional Pharmacy**

- Methoxyflurane
- Midazolam

5.1.3 **S4R medication supplied through S100 Pharmacy Fitzroy Crossing**

- Diazepam IV
- Diazepam oral
- Tramadol
- Temazepam

Scripted S4R and S8 Medication

5.1.3.1 Scripted S4R and S8 medications are supplied through the Fitzroy Crossing Hospital Pharmacy S100 pharmacy will be provided to the RAN by pharmacist directly once they have received the appropriate medical script.

5.1.3.2 Once the medications have been received at the RAC, they need to be documented as being received by writing them into the appropriate register under the patient's name.

Discrepancies

When discrepancy is identified, the procedure is found in the [Operational Directive OD 0377/12](#) and the WACHS [Medication Administration Policy](#). (Reporting of medicine discrepancies in Public Hospitals and licensed private facilities which provided services to public patients in Western Australia must be followed.)

The person who identifies the discrepancy (The Notifier) must, as a soon as possible and within 24hrs:

- notify a Senior Pharmacist, CHNM, Nurse Manager, or Director of Nursing
- conduct the follow-up procedure as per Section 1 of Medicine/Loss (MDL/L) Form
- correct the register balance to reflect stock at hand
- submit MD/L Report form to the Medication Incident Coordinator (MIC).

6. Compliance

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

*Note: WACHS staff are reminded that compliance with all policies is mandatory.

7. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

8. Evaluation

Monitoring of compliance with this document is to be carried out by the Senior Pharmacist of the department or hospital every time an order is placed by ensuring that both requisition slips and delivery receipts are returned after receiving orders for S8 and S4R medications.

9. Standards

[National Safety and Quality Healthcare Standards](#) (First edition 2012) - 44.10, 4.11.

[National Safety and Quality Healthcare Standards](#) (Second edition 2017) - 4.2, 4.14, 4.15

10. Legislation

[Medicines and Poisons Act 2014](#) (and [Medicines and Poisons Regulations 2016](#))

[National Health Act 1953](#)

11. References

[The Poisons Standard March 2018](#)

12. Related Policy Documents

WACHS [Medication Administration Policy](#)

13. Related WA Health System Policies

[Operational Directive OD 0141/08 Code of practice for the handling of Schedule 8 medicines \(drugs of addiction\) in hospitals and nursing posts](#)

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

[Operational Directive OD 0377/12 Reporting of medicine discrepancies in public hospitals and licensed private facilities which provide services to public patients in Western Australia](#)

14. WA Health Policy Framework

[Public Health Policy Framework](#)

15. Flowchart

[S4R and S8 Ordering Process](#)

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S4R and S8 Ordering Process

