

ENVIRONMENTAL HEALTH UNIT

THE HEALTH (DRUGS AND POISONS) REGULATION 1996

What Veterinary Surgeons Need to Know

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*Health
(Drugs and Poisons)
Regulation 1996*

What Veterinary Surgeons Need to Know



Queensland Government
Queensland **Health**

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Foreword

The *Health (Drugs and Poisons) Regulation 1996* is made under the provisions of the *Health Act 1937*. *What Veterinary Surgeons Need to Know* aims to assist veterinary surgeons by defining current policy and providing legislative interpretations for the management of drugs and poisons.

This document will help members of the Queensland veterinary profession to understand what is needed to comply with the requirements of the *Health (Drugs and Poisons) Regulation 1996*.

Queensland Health looks forward to further promoting and maintaining a strong working relationship with the Queensland veterinary profession to realise our mission of promoting, maintaining and improving the health and well-being of all people in Queensland.

Dr John Scott
State Manager
Public Health Services
March 2001

Glossary of terms

<i>Administer:</i>	means to give a single treatment dose of a drug or poison.
<i>Controlled drug:</i>	means a substance listed in schedule 8 of the <i>Standard for the Uniform Scheduling of Drugs and Poisons</i> .
<i>Dispense:</i>	means to sell (or supply) on prescription.
<i>Inspector:</i>	means an inspector appointed under section 27 of the <i>Health Act 1937</i> .
<i>Poison:</i>	means a schedule 2, schedule 3, schedule 5, schedule 6, schedule 7 or schedule 9 substance, and includes a substance in Appendix C of the <i>Standard for the Uniform Scheduling of Drugs and Poisons</i> .
<i>Prescribe:</i>	means to make a written direction (other than a purchase order) authorising a dispenser to dispense a stated controlled or restricted drug or a stated poison.
<i>Prescription:</i>	means a prescriber's written direction (other than a purchase order) to dispense a stated controlled drug or restricted drug or a stated poison, and includes a duplicate of a prescription attached to a repeat authorisation, under the National Health Act, issued by a dispenser.
<i>Purchase order:</i>	means an order for the supply of a controlled drug or restricted drug or a poison, placed by an authorised person under chapter 2, 3 or 4 of the regulation.
<i>Restricted drug:</i>	means <ul style="list-style-type: none">(a) a substance (other than solasodine) listed in schedule 4 of the <i>Standard for the Uniform Scheduling of Drugs and Poisons</i> and(b) alkaloids and alkaloidal glycosides of plants of the genus solanum for human therapeutic use.
<i>Supply:</i>	for a controlled drug, restricted drug or a poison, does NOT include administering, dispensing or prescribing the drug or poison but does include offer to supply.

Schedule classifications for drugs and poisons

Schedule	Description
Schedule 1.	(This schedule is intentionally blank)
Schedule 2. Pharmacy Medicine	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.
Schedule 3. Pharmacist Only Medicine	Substances, the safe use of which requires professional advice but which should be available to the public from a pharmacist without a prescription.
Schedule 4. Prescription Only Medicine/ Prescription Animal Remedy	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.
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.
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.
Schedule 7. Dangerous Poison	Substances with a high potential 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.
Schedule 8. Controlled Drug	Substances which should be available for use but require restriction of manufacture, supply, distribution, possession and use to reduce abuse, misuse and physical or psychological dependence.
Schedule 9. Prohibited Substance	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.

What Veterinary Surgeons Need to Know

Introduction

The practice of veterinary medicine frequently requires the use of drugs and poisons subject to regulatory controls under State or Territory legislation. In Queensland, the *Health (Drugs and Poisons) Regulation 1996* is the legislation which provides controls on drugs and poisons.

The *Health (Drugs and Poisons) Regulation 1996* became effective in Queensland on 1 January 1997, replacing the *Poisons Regulation 1973*.

This information booklet is part of Queensland Health's range of information documents for health professionals. It will assist in providing an understanding of the legislative requirements and their impact on the practice of veterinary medicine.

Where the obligations of a veterinary surgeon in relation to the regulation remain unclear, it is recommended that a Population Health Unit (listed in Appendix 2) be contacted.

Overview

Veterinary surgeons registered in Queensland have several responsibilities under the provisions of the *Health (Drugs and Poisons) Regulation 1996* ("the regulation"). This booklet explains those responsibilities and obligations, with particular emphasis on controlled (Schedule 8) drugs and restricted (Schedule 4) drugs.

This booklet is not an extract from the regulation. The regulation should be used if legal interpretations are required.

Many provisions of the '*Standard for the Uniform Scheduling of Drugs and Poisons*' (SUSDP) have been adopted under the *Health (Drugs and Poisons) Regulation 1996* to become law in Queensland. Parts of the SUSDP which have been adopted, are referred to in individual sections of the regulation.

Structure of the regulation

The regulation consists of five chapters, each comprised of divisions, sections and subsections. Chapters 2, 3 and 4 contain many provisions, which are replicated in each chapter in terms of controlled drugs, restricted drugs and poisons respectively.

The regulation also contains eleven appendices, cross-referenced to specific provisions in the regulation. Of particular importance to veterinary surgeons are the following appendices:

- Appendix 4 - Computer Generated Prescriptions
- Appendix 6 - Minimum Requirements for Drug Receptacles
- Appendix 7 - Regulated Poisons
- Appendix 9 - Dictionary of Terms

General authorities in relation to drugs and poisons

A person must not have a controlled or a restricted drug in his or her possession unless he or she is endorsed to possess that drug.

Similarly, a person must not administer, dispense, prescribe or sell a controlled or a restricted drug or a schedule 2, schedule 3 or schedule 7 poison without endorsement under the regulation.

Failing to comply with these requirements of the regulation is unlawful and significant penalties can be imposed for non-compliance.

NB: Licensed pharmaceutical representatives may supply samples of restricted drugs, and schedule 2 and schedule 3 poisons to veterinary surgeons.

Specific authority for veterinary surgeons

Controlled and restricted drugs

Veterinary surgeons are authorised, to the extent necessary to practise veterinary medicine, to:

- (a) obtain controlled and restricted drugs, and possess them at the place where they practise veterinary medicine and
- (b)
 - (i) administer a drug to an animal
 - (ii) dispense or prescribe a drug for an animal
 - (iii) obtain a drug for an animal and
 - (iv) sell a controlled or restricted drug to a person for that person's animal.

This authority applies only where the veterinary surgeon is reasonably satisfied that the animal the veterinary surgeon is treating needs the controlled drug or the restricted drug for a therapeutic use as part of the animal's veterinary treatment.

Schedule 2, schedule 3 and schedule 7 poisons

Veterinary surgeons are authorised, to the extent necessary to practise veterinary medicine, to administer, dispense, prescribe or sell schedule 2, schedule 3 and schedule 7 poisons.

NB: The chief executive, Queensland Health, may suspend or cancel a veterinary surgeon's authority in relation to controlled or restricted drugs or schedule 2, schedule 3 or schedule 7 poisons when considered necessary.

What does 'to the extent necessary' mean?

Veterinary surgeons are authorised to do certain things in relation to drugs and poisons, to the extent necessary to practise veterinary medicine. In order to satisfy this, a number of criteria must be met:

- (i) the animal must be under the veterinary surgeon's care
- (ii) the treatment recommended must be recorded and

- (iii) the agent or owner must be advised of the correct usage of the drug and, if for a food producing animal, withholding times must be explained.

To establish whether an animal is under the care of the veterinary surgeon in accordance with criteria (i) above, Queensland Health refers to the definition of this phrase in the *Guide to Professional Conduct 2000* issued by the Royal College of Veterinary Surgeons. This guide defines "under the care" as:

- (a) the veterinary surgeon must have been given responsibility for the health of the animal or herd in question by the owner or the owner's agent
- (b) that responsibility must be real and not nominal
- (c) the animal or herd must have been seen immediately before prescription and supply or
- (d) recently enough or often enough for the veterinary surgeon
to have personal knowledge of the condition of the animal or current health status of the herd or flock to make a diagnosis and prescribe
- (e) the veterinary surgeon must maintain clinical records of that herd/flock/individual.

What amounts to "recent enough" must be a matter for the professional judgement of the veterinary surgeon in the individual case.

Specific authority for trained veterinary nurses

Restricted drugs

Veterinary nurses who have completed a certified training course regarding the use of restricted drugs with animals are authorised, to the extent necessary to practise veterinary nursing, to:

- (a) possess restricted drugs at the place where they practise veterinary nursing and
- (b) administer a restricted drug to an animal
 - (i) under a veterinary surgeon's supervision or
 - (ii) if the restricted drug is a dispensed medicine, in accordance with the directions on the label.

Schedule 2 and schedule 3 poisons

Veterinary nurses who have completed a certified training course regarding the use of schedule 2 or schedule 3 poisons with animals are authorised, to the extent necessary to practise veterinary nursing, to administer a schedule 2 or schedule 3 poison to an animal:

- (a) under a veterinary surgeon's supervision or
- (b) if the poison is a dispensed medicine, in accordance with the directions on the label.

Regulated drugs and poisons

The regulation refers to regulated controlled drugs and regulated poisons. There are additional requirements in relation to the possession, prescribing, dispensing, sale and use of these substances.

Regulated controlled drugs

A veterinary surgeon must not dispense, obtain, prescribe, sell or use the following regulated controlled drugs without the approval of the chief executive:

- amphetamine
- dexamphetamine
- methylamphetamine
- methylphenidate
- phenmetrazine

A veterinary surgeon cannot dispense, obtain, prescribe, sell or use dronabinol.

Regulated poisons

A veterinary surgeon must not dispense, obtain, possess, prescribe, use or sell a regulated poison unless the veterinary surgeon is authorised by the chief executive to dispense, obtain, possess, prescribe, use or sell that poison. A full list of regulated poisons is provided in Appendix 1.

Drugs and poisons for animals

A veterinary surgeon must not without an authority from the chief executive, dispense, administer, prescribe, sell or use for human therapeutic use, a controlled or restricted drug or a poison which is labelled, manufactured, packed or prepared for use for animal treatment.

Similarly, a veterinary surgeon must not administer to himself or herself a controlled or restricted drug, or poison, which is labelled, manufactured, packed or prepared for animal treatment.

Self-administration of controlled drugs

A veterinary surgeon must not self-administer a controlled drug unless that drug was prescribed for, or supplied to, the veterinary surgeon for a medical/dental purpose, by a doctor or dentist.

Writing prescriptions

The following information must be included on a veterinary surgeon's prescription for a controlled or restricted drug:

- (a) the veterinary surgeon's name, address and professional qualifications
- (b) the date it is written
- (c) the name and address of the owner of the animal for which the drug is prescribed
- (d) the description of the drug or the name of the preparation, and the quantity or

volume (in figures) of the drug or preparation *NB: A prescription for a controlled drug must not contain more than one item.*

- (e) adequate directions for use of the drug
- (f) the dose to be taken or administered
- (g) the words "for animal treatment only" and
- (h) if the veterinary surgeon intends that the controlled drug be dispensed more than once, a direction stating:
 - the number of times (after the first) that the drug may be dispensed *NB: A veterinary surgeon must not write a repeat prescription for a controlled drug, which authorises the dispensing of the drug under the prescription more than twice* and
 - the time that must elapse between each dispensing of the drug.

These details must be hand-written on the prescription, except for the veterinary surgeon's name, address and qualifications which may be pre-printed on the prescription form.

The veterinary surgeon must sign the prescription.

Any alterations to a prescription must be initialled and dated by the veterinary surgeon.

A veterinary surgeon must not write on a prescription in code without approval from the chief executive to do so.

Computer generated prescriptions

A prescription may be generated by computer if the generated prescription complies with the Standard for Computer Generated Prescriptions included in Appendix 4 of the regulation.

Printed information about computer generated prescriptions is available from any of the Population Health Units listed in Appendix 2.

The chief executive may approve other methods of generating prescriptions.

Sale of poisons

A veterinary surgeon is authorised to prescribe, dispense and sell schedule 2, schedule 3, schedule 5, schedule 6 and schedule 7 poisons so far as is necessary for the practice of veterinary medicine. Employees at a veterinary surgery who are not registered veterinary surgeons are not authorised to make sales of schedule 2, schedule 3 or schedule 7 poisons. They may sell schedule 5 or schedule 6 poisons.

Poisons licences

If a veterinary surgeon wishes to operate a general retail outlet for schedule 7 animal care products, the veterinary surgeon must make application for a licence for the sale of those poisons. If such a licence is granted, employees who are competent and responsible adults will be able to sell those poisons on the veterinary surgeon's behalf. This does not apply to schedule 2 or schedule 3 poisons.

Re-packing poisons

The re-packing of poisons (other than dispensing) is considered to be manufacturing. Any veterinary surgeon carrying out this process for the sale of schedule 2, schedule 3 or schedule 7 poisons must be licensed to 'manufacture' poisons. Packaging and labelling requirements are specified in the Standard for the Uniform Scheduling of Drugs and Poisons.

Dispensing drugs and poisons

When a veterinary surgeon supplies or dispenses a controlled or restricted drug or a schedule 2, schedule 3 or schedule 7 poison, the veterinary surgeon must securely attach to the medicine's container, a label which contains the following particulars:

- (i) the words "KEEP OUT OF REACH OF CHILDREN" and "FOR ANIMAL TREATMENT ONLY" in red on a background of contrasting colour and in bold-faced sans serif capital letters with a face depth of at least 1.5 mm
- (ii) the name of the animal's owner
- (iii) the name and address of the veterinary surgeon
- (iv) a description of the contents. This may be expressed as the approved name of the preparation, the trade name of the preparation, or the approved name of the controlled drug, restricted drug or poison in the medicine
- (v) a description of the strength of, and the quantity or volume of, the medicine dispensed
- (vi) directions for use of the medicine
- (vii) the date the medicine is dispensed
- (viii) the dispenser's initials and
- (ix) if the medicine's expiry date is not visible, the medicine's expiry date.

Obtaining drugs on purchase orders

Controlled drugs

Veterinary surgeons can only obtain controlled drugs on a purchase order, which includes the following information:

- (a) the date the order is written
- (b) the name and address of the veterinary surgeon
- (c) the description and quantity (or volume) of the controlled drug required and
- (d) a number which distinguishes it from other purchase orders used by the veterinary surgeon.

The veterinary surgeon must sign all purchase orders.

Restricted drugs

Veterinary surgeons can obtain restricted drugs (other than regulated restricted drugs) on a verbal order or a purchase order. If a purchase order is used, it must comply with the same requirements as controlled drugs. Regulated restricted drugs must be on a purchase order and comply with the same requirements as controlled drugs.

Recording of controlled drugs

Veterinary surgeons who obtain, possess, administer, dispense, prescribe or sell controlled drugs must keep a record book. The book must be kept in the following manner:

- (a) a separate book or a separate part of the record book must be used for each class of controlled drug
- (b) full details of each transaction involving a controlled drug obtained, administered, dispensed or sold by the veterinary surgeon must be recorded and
- (c) entries must be made as soon as practicable, but no later than the day after a controlled drug is obtained, administered, dispensed or sold.

The veterinary surgeon must record the following information for each transaction:

- (a) the date of the transaction
- (b) the name and address of the person -
 - (i) from whom the controlled drug is obtained or
 - (ii) for whose animal the controlled drug is administered, dispensed or sold
- (c) the quantity (or volume) of the controlled drug obtained, administered, dispensed or sold in the transaction
- (d) the balance of the controlled drug in the veterinary surgeon's possession after the transaction and
- (e) the veterinary surgeon's initials.

False, misleading or incomplete entries

A veterinary surgeon must not make an entry in a controlled drug record book which the veterinary surgeon knows to be false, misleading or incomplete.

Alteration of transaction entries

Entries in the controlled drug record book cannot be cancelled, changed or obliterated. However, the veterinary surgeon who made the entry may correct an entry by using a signed and dated marginal note or footnote giving the correct details.

Records of controlled drugs kept by a veterinary surgeon must be retained for a period of no less than two years from the date of the last entry, and the records must be kept in good condition, as far as is practicable.

A veterinary surgeon must produce for inspection all records relating to controlled drugs that have been in that veterinary surgeon's possession within the previous two years, when required to do so by an officer of Queensland Health.

Records of poisons sold

On each occasion that a schedule 7 poison is sold from a veterinary surgery which is licensed to sell such poisons, an accurate record of the sale, must be kept.

NB: This does not apply to the supply of schedule 7 poisons as 'dispensed medicines' by a veterinary surgeon to the owner of an animal.

The records can be kept by either of the following methods:

- (a) by keeping a poisons sales book
- (b) by providing the customer with an invoice that has a unique number.

The following information must be recorded for each sale, either in the poisons sale book or on the invoice:

- (i) the date of the sale
- (ii) the name and quantity (or volume) of the poison sold
- (iii) the purpose for which the poison is required
- (iv) the purchaser's name and address
- (v) the purchaser's signature¹ and
- (vi) if the order for the poison was a telephone or written order - a note about the way the order was placed.

Where the seller of the poison uses the invoice option for record keeping, the seller must keep a copy of the invoice.

The poisons sales book and the copies of invoices must be kept for at least two years from the date of the last entry.

Storage of drugs and poisons

Controlled drugs

Veterinary surgeons must store all controlled drugs in a receptacle that complies with Appendix 6 of the regulation, or in some other secure place to the satisfaction of the chief executive.

The receptacle or secure place must always be kept locked, except when controlled drugs are being placed into or taken from the receptacle or place.

The veterinary surgeon must retain personal possession of the key or lock combination for the receptacle or secure place.

NB: The veterinary surgeon may keep morphine or opium, if the morphine or opium

¹ Where a sale of a schedule 7 poison is made through a telephone order, the signature of the purchaser does not need to be recorded in the poisons sale book or on the invoice. A note about how the order was placed must be recorded.

is in a compounded preparation containing 0.1% or less of morphine calculated as anhydrous morphine -

- (a) in a part of the veterinary surgeon's premises to which the public does not have access; or
- (b) in a cupboard or drawer that is not accessible to the public.

Restricted drugs

Veterinary surgeons must keep all restricted drugs in their possession at the place where they practise veterinary medicine, in a cupboard, drawer, storeroom or other part of that place where the public does not have access.

NB: If drugs are removed from the veterinary surgeon's surgery for after hours work, they must be kept in the personal possession of the veterinary surgeon concerned. While at the veterinary surgeon's home, they may be kept in a locked cupboard or wardrobe.

Poisons

A veterinary surgeon must not store scheduled poisons within reach of children.

Schedule 2 and schedule 3 poisons for sale must be stored in a place that is not accessible to the public.

Schedule 7 poisons for sale must be stored in a receptacle or storeroom that is locked, or in some other place considered by the chief executive to be a secure place. The key to the receptacle or storeroom must remain in the possession of the veterinary surgeon or other responsible adult.

A veterinary surgeon must not use, or allow to be used, a food or drink container to hold a poison.

Use and disposal of drugs and poisons

A veterinary surgeon must not discharge, dispose of or use a controlled or restricted drug or a poison in a way that:

- (a) endangers the life or safety of a person or domestic animal
- (b) exposes food, drink or a condiment or another drug or poison to the risk of contamination from the controlled drug, restricted drug or poison or
- (c) allows access to the controlled or restricted drug or poison to someone not authorised to possess it.

Labels and containers

A veterinary surgeon must not change, deface, cover or remove a brand, declaration, label, mark or statement that is required to be fixed to, or shown on a container of a poison.

A veterinary surgeon must not possess or supply a cracked or damaged package containing a poison.

If a veterinary surgeon becomes aware that a package containing a poison is cracked or

damaged, the veterinary surgeon must immediately empty the contents of the package into a correctly labelled poison container, or dispose of the contents in accordance with any requirements of the local government in that area.

Powers of inspectors

An officer of Queensland Health may enter and inspect any place where a controlled or restricted drug or poison is, or is reasonably suspected to be kept by a veterinary surgeon. Upon entry to the premises, the officer can inspect, examine or remove for examination, any controlled or restricted drug or poison held by a veterinary surgeon. The officer may remove any controlled or restricted drug or poison for analysis or seize the drug or poison or any article which the inspector believes to be a drug or poison

An officer can also inspect, copy and take extracts from any records, books, prescriptions or other documents relating to controlled or restricted drugs or poisons held at the place by a veterinary surgeon.

Appendix 1

REGULATED POISONS

1. The following schedule 7 poisons:

- azocyclotin
- demeton
- dimetilan
- mirex
- phosphides, metallic
- cyhexatin
- 4,4 diaminodiphenylmethane (methyl dianiline)
- ethylene dibromide
- 4,4-methylenebis [2-chloroaniline]
- S,S,S-tributylphosphorotrithioate

2. The following schedule 7 poisons (other than for use for analytical or research purposes):

- abamectin
- alachlor
- chlordecone
- 1,3-dichloropropene

3. The following schedule 7 poisons (other than for use for industrial or manufacturing purposes or for analytical or approved research purposes):

- acrolein
- ethylene oxide
- methyl bromide
- ortho-tolidine
- tetrachloroethane
- allyl alcohol
- HCB
- nicotine
- propylene oxide
- vinyl chloride

4. The following schedule 7 poisons (other than for use for industrial or manufacturing purposes or for analytical or approved research purposes):

- acrylonitrile
- 4-aminopyridine
- arsenic
- benzene
- bromine (other than for use for water treatment and treatment of water in swimming pools and spas)
- brucine
- captafol
- carbon tetrachloride
- chlorine (other than for use for water treatment and treatment of water in swimming pools and spas)
- chloropicrin
- N, N-dimethyl-4-(phenylazo)-benzenamine
- dinitroresol
- dinitrophenol
- dinoseb
- folpet
- hydrocyanic acid and cyanide
- maduramicin
- mercury
- methacrifos
- phosphorus
- strychnine
- trichloroisocyanuric acid
- 2, 2, 6, 6-tetraisopropyl-diphenyl-carbodiimide (stabaxol)

5. The following schedule 7 poisons (other than for use for analytical or approved research purposes):

- arprinocid
- carbadox

- chlordimeform

- chloromethiuron
- 4-chloro-o-toluidine
- 1, 2-dibromo-3-chloropropane

- etaconazole
- halogenated dibenzodioxins (other than as a contaminant in proportions not greater than a proportion fixed by the chief executive)
- halogenated dibenzofurans (other than as a contaminant in proportions not greater than a proportion fixed by the chief executive)
- nitrofen
- pyrinuron

6. The following schedule 7 poisons (other than for use for industrial or manufacturing purposes):

- brodifacoum
- calciferol
- coumatetralyl
- epichlorohydrin
- hydrofluoric acid
- methoxyethylmercuric acetate
- phenylmercuric acetate

- bromadioline
- cholecalciferol
- difenacoum
- halofuginone
- hydrosilicofluoric acid
- sulcofuron
- methoxyethylmercuric chloride

7. The following schedule 7 poisons (other than for use by an authorised person under the *Rural Lands Protection Act 1985*):

- fluoroacetamide
- fluoroacetic acid (other than for use in prepared baits containing 0.03% or less of fluoroacetic acid)
- thallium or a preparation or admixture of thallium (other than in prepared baits containing 0.25% or less of thallium)

8. Schedule 9 poisons

9. A poison included in Appendix C of the Standard for the Uniform Scheduling of Drugs and Poisons

Appendix 2

For more information, contract your local Population Health Services

Central Area Population Health Services servicing Brisbane Northside, Longreach, Redcliffe, Rockhampton, Sunshine Coast, Wide Bay.

For contact details go to

<http://www.health.qld.gov.au/ph/central/default.asp>

Southern Area Population Health Services servicing Brisbane Southside, Darling Downs, Roma, Gold Coast, South West Queensland, West Moreton

For contact details go to

<http://www.health.qld.gov.au/ph/southern/default.asp>

Tropical Population Health Network servicing Cairns, Mackay, Mount Isa and Gulf, Townsville

For contact details go to

<http://www.health.qld.gov.au/ph/tropical/default.asp>

Appendix 3

Procedure

Destruction of Controlled Drugs

The following procedure should be adopted when forwarding expired/unwanted controlled drugs (ie. NOT applicable to other scheduled drugs and poisons) for destruction.

(Endeavour to keep a blank copy of the letter for the next time one is needed.)

Complete the top section of the letter attached with all relevant details:

- Business name (eg Smith's Pharmacy, Stanley Private Hospital, Black's Nursing Home,) address and telephone number
- Name, strength, form and quantity of each type of drug to be destroyed
- Name and usual signature of the person who prepared the list
- Name and signature of the witness
- Date of forwarding
- Approval Number of pharmacy (not applicable for aged care facilities or hospitals).

Mark each package with the number corresponding to the package number in the list. If there are more than fifteen packages, amend the numbers on the second sheet to go 16, 17 etc (refer to form in Attachment 1).

All items in the parcel must be cushioned and held sufficiently firmly to prevent damage in transit. Do not allow glass bottles to clash together.

Put your (sender's) **company name and address** on the **outside** of the completed parcel. It also keeps the parcel sealed, when we register it for later processing.

For the laboratory to identify the parcel, please describe the contents as "THERAPEUTIC GOODS FOR DESTRUCTION".

Endorse your controlled drugs record book and adjust progressive balances. Entries should be marked "forwarded to analyst for destruction."

For clarification on any other issue, either contact the analyst on 3274 9104, or ring your local Environmental Health Officer (refer to Attachment 2 contact list).

If the packaged pharmaceuticals are sent by courier, the sender should ensure that they receive a delivery confirmation receipt. The acknowledgement should be delivered to the sender for their records. If the package is sent by registered post, a delivery confirmation receipt should be sent to you.

Forward the parcel by **courier** or **registered mail** to the analyst:

Forensic and Scientific Services
Investigative Chemistry
39 Kessels Road
Coopers Plains Qld 4108

N.B. You should contact Australia Post to determine their current guidelines on sending pharmaceuticals in the post.

Forensic and Scientific Services

To:
Forensic and Scientific
Services
Investigative Chemistry
39 Kessels Road
Coopers Plains Qld 4108

Business:.....
.....
Address:.....
.....
Post code:..... Telephone:.....
Approval Number (pharmacies only)
(Please print)

Please receive the following controlled drugs for destruction.

Package	Description of controlled drugs	Strength	Form	Quantity	Pharmacy Use
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

OWNER/AGENT

Name

Signature

Date

WITNESS

Name

Signature

Date

Please put your business name on the outside of the package

N.B. You should contact Australia Post to determine their current guidelines on sending pharmaceuticals in the post.

If the packaged pharmaceuticals are sent by courier, the sender should ensure that they receive a delivery confirmation receipt. The acknowledgement should be delivered to the sender for their records. If the package is sent by Registered Post, a delivery confirmation receipt should be sent to you.

Lab use only:

I, the undersigned, certify that I received the above drugs on the / /
The list of drugs is correct. The drugs have been destroyed.

Laboratory No

State Analyst

Date