

Environmental Health Branch

Drugs and Poisons at Island Resorts in Queensland



Health (Drugs and Poisons) Regulation 1996

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FOREWORD

The publication, *Drugs and Poisons at Island Resorts in Queensland* aims to assist Island Resort Managers and registered nurses of island resorts in Queensland to understand and comply with the requirements of the *Health (Drugs and Poisons) Regulation 1996* as it relates to the emergency provision of certain scheduled drugs and poisons in emergency medical facilities on site. Such facilities are typically provided due to an island resort's location in an isolated practice area in Queensland.

The guideline supports persons (including island resort companies) to whom endorsements (approvals) have been granted by defining the legislative requirements for maintaining such facilities and thereby providing emergency medical treatment to personnel and guests at island resorts.

Queensland Health looks forward to further promoting and maintaining a strong working relationship with island resorts in Queensland to realise our mission of improving the health and well-being of all Queenslanders.

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STATUS OF THE GUIDELINE

This guideline has been developed by Queensland Health to provide guidance on the administration of the *Health (Drugs and Poisons) Regulation 1996*. While this guideline is not subordinate legislation, compliance with it is a standard condition on all endorsements (approvals) granted for drugs and poisons at island resorts. This guideline will be reviewed and amended as necessary. Readers are invited to provide feedback to Queensland Health's Drugs and Poisons Policy and Regulation Unit, Environmental Health Branch, if they have suggestions that may improve the guideline or believe additional explanation should be included to enhance the guideline.

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CONTENTS

DEFINITIONS	4
SCOPE	6
SUMMARY	7
INTRODUCTION	9
WHEN APPROVAL IS REQUIRED	9
REGISTERED NURSES	9
ISLAND RESORT MANAGERS	10
CRITERIA FOR APPROVALS	10
ARRANGEMENT WITH DOCTOR	10
SITUATIONS WHERE EVACUATIONS ARE NECESSARY	11
ROYAL FLYING DOCTOR SERVICE MEDICINE CHESTS	11
APPROVAL FOR ISLAND RESORT MANAGERS	11
APPROVAL FOR REGISTERED NURSES	12
OTHER STAFF	12
EXCEPTIONS TO THIS GUIDELINE	12
GENERAL POISONS LICENCES UNDER DIVISION 4 OF THE HDPR	12
PROCEDURE FOR APPLYING FOR APPROVALS	13
ABOUT THE APPROVAL	13
FORMAT AND CONTENT	13
DURATION OF APPROVALS	14
REASONS FOR CONDITIONS ON THE APPROVAL	14
DRUGS AND POISONS INCLUDED ON APPROVALS	14
OBTAINING DRUGS AND POISONS	14
PURCHASE ORDERS	15
ADMINISTRATION AND SUPPLY OF DRUGS AND POISONS	15
DISPENSING DRUGS AND POISONS ON PRESCRIPTIONS	15
CONTROLLED DRUGS AND RESTRICTED DRUGS	16
SCHEDULE 2 AND SCHEDULE 3 POISONS	16
LABELLING OF MEDICATIONS SUPPLIED TO PATIENTS	16
STORAGE OF DRUGS AND POISONS	17
CONTROLLED DRUGS	17
RESTRICTED DRUGS	17
SCHEDULE 2 AND SCHEDULE 3 POISONS	17
RECORDS OF DRUGS AND POISONS	17
GENERAL ADMINISTRATIVE REQUIREMENTS	17
INFORMATION REQUIRED FOR ALL TRANSACTIONS	18
EXPIRED OR UNUSED DRUGS AND POISONS	18
LIMITATIONS ON APPROVALS	19
CHANGES TO APPROVALS	19
REPLACEMENT OF APPROVALS	19
RENEWAL OF APPROVALS	19
POWERS OF INSPECTORS	19
APPENDIX 1 APPROVED DRUGS AND POISONS - ALPHABETICALLY	21
APPENDIX 2 TEMPLATE FOR A WRITTEN INSTRUCTION FROM A DOCTOR	25
APPENDIX 3 FLOW CHART FOR DRUGS AND POISONS AT ISLAND RESORTS IN QUEENSLAND	26

DEFINITIONS

- i. For the purposes of this guideline, the following definitions apply. It is important that the definitions are checked as necessary while this guideline is being used.

Emergency means an actual or suspected event, occurrence or condition where –

- (a) a person has abnormal or absent vital signs and loss of normal compensatory mechanisms; or
- (b) a person has suffered from a pattern of injury and/or illness in which there is a high potential for the person to deteriorate rapidly; or
- (c) there is evidence of a person suffering an injury from significant mechanism that indicate that the person may deteriorate rapidly; or
- (d) treatment of personnel and guests at an island resort is required by approved registered nurse/s at that island resort, as deemed appropriate by the nominated doctor (or doctor from the nominated medical practice) specified in the formal arrangement with the Island Resort Manager.

Employed includes contracted or otherwise engaged.

Island Resort Manager means –

- (a) the most senior officer employed by the owner of the island resort; or
- (b) a competent adult employee acting in the position of the most senior officer employed by the owner of the island resort; or
- (c) a competent adult employee authorised by the most senior officer employed by the owner of the island resort, in their absence who -
 - (i) is located at or near the island resort; and
 - (ii) has responsibility for the island resort.

Nominated doctor means the doctor responsible for providing medical care at an island resort under an arrangement with the island resort company and includes a doctor from a nominated medical practice.

Personnel means persons employed by the island resort company, and includes official visitors to the island resort.

The List means a document that specifies all scheduled drugs and poisons for which approval holders are approved.

- ii. Other relevant terms are defined in Appendix 9 of the *Health (Drugs and Poisons) Regulation 1996* (HDPR). Therefore, it should be regularly referred to while this guideline is being used, for definitions of the following:

- administer;
- controlled drug;
- drug therapy protocol;
- inspector;
- isolated practice area;
- issue;
- nurse practitioner;
- obtain;
- outpost of the Royal Flying Doctor Service of Australia (RFDS);

- paramedic 3;
- paramedic 4;
- personal supervision;
- poison;
- possess;
- purchase order;
- restricted drug;
- registered nurse;
- rural and isolated practice endorsed nurse; and
- supply.

SCOPE

- i. This guideline refers to the granting of approvals under the HDPR to specific island resort companies that allow Island Resort Managers and registered nurses employed by the companies, to perform certain functions in relation to certain scheduled drugs and poisons, necessary for the emergency medical treatment of personnel and guests at a specific island resort. In particular, it provides an explanation of the following:
- when approval is required;
 - criteria for approval;
 - procedure for applying for approval;
 - description of the approval;
 - drugs and poisons included on the approval;
 - requirements for approval holders in relation to controlled drugs, restricted drugs and Schedule 2 and 3 poisons concerning:
 - obtaining;
 - possessing;
 - administering;
 - supplying;
 - labelling;
 - storing;
 - record keeping; and
 - disposing of expired or unused drugs and poisons;
 - limitations of the approval;
 - changes to the approval;
 - replacement of the approval;
 - renewal of the approval; and
 - powers of inspectors.
- ii. Where an island resort is located in an isolated practice area, and the island resort company employs a rural and isolated practice endorsed nurse (RIPEN), an approval may not be required for the provision of emergency medical treatment. RIPENs have additional “as of right” authorities to those already held by registered nurses, with regard to the administration and supply of controlled and restricted drugs and scheduled poisons. RIPENs have an endorsement on their annual licence certificates issued by the Australian Health Practitioner Regulation Agency (AHPRA). The local Public Health Unit should be consulted for advice about whether or not an approval is required. This is outside the scope of this guideline.
- iii. Similarly, where an island resort company employs a qualified paramedic 3 or paramedic 4, advice should be sought from the local Public Health Unit as certain provisions exist in the HDPR in relation to paramedics obtaining, possessing and administering drugs and poisons. Approval for these paramedics is outside the scope of this guideline.

SUMMARY

- i. Emergency use of certain controlled (Schedule 8) and restricted (Schedule 4) drugs, along with the use of certain Schedule 2 and 3 poisons may need to occur outside of institutional settings, such as hospitals. Particular legislative requirements govern the provision of these scheduled drugs and poisons in such settings ie isolated practice areas.
- ii. There are legislative requirements relating to the purchase, storage and use of drugs and poisons that need to be used for emergency medical treatment of personnel at island resorts.
- iii. The main control used for these drugs and poisons is the issuing of written endorsements (approvals) under the *Health (Drugs and Poisons) Regulation 1996*, to island resort companies at specific island resorts. They allow registered nurses and Island Resort Managers employed by the company, to perform certain functions in relation to certain scheduled drugs and poisons that are necessary for the emergency medical treatment of personnel and guests at the island resort.
- iv. Approvals are only granted for specific island resorts. Separate applications need to be made for each island resort requiring approval. An application for such an approval must be made in the approved form.
- v. Registered nurses have legal authority under the *Health (Drugs and Poisons) Regulation 1996* to possess and administer controlled and restricted drugs, and Schedule 2 and 3 poisons under certain conditions. They do not have legal authority to supply them and therefore require approval. Such approvals are limited to the supply of certain restricted drugs and Schedule 2 and 3 poisons only, and only on a doctor's instruction.
- vi. Island Resort Managers require approval if controlled and restricted drugs and Schedule 2 and 3 poisons are needed at the island resort and a doctor is not available on site. Island Resort Managers may be approved to obtain and possess certain controlled and restricted drugs and Schedule 2 and 3 poisons and issue them to registered nurses for emergency medical treatment.
- vii. Certain administrative requirements must be fulfilled when an approval is sought.
- viii. There are requirements regarding the drugs and poisons that can be obtained on approvals, how they must be obtained, stored and labelled and about the records that must be kept. Hence, approvals are issued with particular conditions.
- ix. Documents associated with this guideline are available on the Queensland Health website www.health.qld.gov.au/ph/ehu/drugs_poisons.asp and include:
 - Public Health Unit contact details;
 - Application form for an approval;
 - Purchase order template; and
 - Controlled drugs for destruction procedure and template.
- x. There are other resources that should be referred to by staff practising in environments without access to conventional medical support systems. It is important to ensure that all resources used are current, as changes to legislation, policies and protocols occur from time to time. Such resources include:
 - the *Health (Drugs and Poisons) Regulation 1996*, available at www.legislation.qld.gov.au/LEGISLTN/CURRENT/H/HealDrAPoR96.pdf ;
 - the Primary Clinical Care Manual, produced by Queensland Health and the Royal Flying Doctor Service (Queensland Section), available at www.health.qld.gov.au/pccm ; and
 - codes and guidelines produced by the Australian Health Practitioner Regulation Agency, available at www.ahpra.gov.au or by contacting 1300 419 495.

- xi. The following table provides an overview of the functions performed by the respective persons in relation to island resort approvals, as provided for under this guideline.

FUNCTION	ISLAND RESORT MANAGER	DOCTOR	REGISTERED NURSE
Ordering/obtaining drugs and poisons	✓	✓ (sign off of purchase order)	-
Issuing of drugs and poisons	✓	-	-
Direction/Instruction/Supervision	-	✓	-
Keeping record Book	-	-	✓
Storing drugs and poisons	-	-	✓
Administering drugs and poisons	-	-	✓ (only drugs/poisons as indicated on 'The List', on a doctor's instruction)
Supplying drugs and poisons	-	-	✓ (only certain restricted drugs and S2 and S3 poisons as indicated on 'The List', on a doctor's instruction)

INTRODUCTION

- 1 Due to the remoteness of their locations, in conjunction with general isolation from conventional medical, pharmaceutical and hospital services, island resorts may require first aid and medical supplies to be maintained on site for the **emergency** medical treatment of personnel and guests at the resorts. These supplies may include controlled (Schedule 8) drugs, restricted (Schedule 4) drugs and Schedule 2 and 3 poisons.
- 2 The chief executive of Queensland Health may grant approval to an island resort company that allows the Island Resort Manager and registered nurses employed by the company, to perform certain functions in relation to certain scheduled drugs and poisons, necessary for the emergency medical treatment of personnel and guests at a specific island resort.
- 3 Approvals are granted under *section 18 - How chief executive may deal with applications*, of the *Health (Drugs and Poisons) Regulation 1996* (HDPR).
- 4 The drugs and poisons available for emergency medical treatment are listed in a document attached to the approval known as "The List." On occasion, it is possible that doctors may deem appropriate the administration (only) of drugs and poisons that are not on "The List." This is outside of the scope of an approval; however, this is permitted under the HDPR.
- 5 Approvals are intended to facilitate the emergency provision of certain scheduled drugs and poisons to personnel and guests at island resorts, by appropriate staff. Approvals also provide a mechanism for ensuring that appropriate public health and safety standards are upheld.
- 6 Persons who have been granted an approval are required by law to comply with any requirements or conditions imposed by the chief executive of Queensland Health in relation to that approval.
- 7 Environmental Health Officers from Queensland Health's Public Health Units have responsibility for:
 - monitoring compliance with conditions of approvals;
 - providing advice to approval holders; and
 - taking appropriate action when non-compliance by approval holders is detected.
- 8 This guideline provides an explanation of the legislative requirements of the HDPR as they apply to persons granted approval for drugs and poisons to be supplied to personnel and guests at island resorts in Queensland. It is intended to help approval holders comply with these requirements, imposed upon them under the conditions of the approval.
- 9 Further information regarding drugs and poisons at island resorts and compliance with approval requirements and conditions can be obtained from the local Public Health Unit. Contact details are available at www.health.qld.gov.au/ph/ehu/drugs_poisons.asp.

WHEN APPROVAL IS REQUIRED

Registered nurses

- 10 Registered nurses have certain rights in their professional capacity with regards to controlled and restricted drugs, and scheduled poisons. These are called "as of right" authorities. A registered nurse has the "as of right" authority under the HDPR to possess controlled and restricted drugs, as well as Schedule 2 and 3 poisons, at a place where he/she practices nursing.
- 11 Administration of controlled and restricted drugs by a registered nurse is also permitted on the oral or written instruction of a doctor. For example, a registered nurse could administer a single dose of morphine, a controlled drug, to a patient after an accident on an island resort. This would

occur after consultation with the nominated doctor who deems that a single dose of morphine is appropriate and gives the registered nurse an instruction to administer the drug.¹

- 12 In addition to the above, to the extent necessary to practise nursing, a registered nurse may administer a Schedule 2 or Schedule 3 poison (such as adrenaline) without a doctor's instruction.
- 13 This "as of right" authority does not permit the full range of practice for emergency medical treatment that may be required at an island resort. For example, a registered nurse may need to provide extended treatment with a drug or poison before a patient is able to be seen by the nominated doctor.
- 14 Accordingly, registered nurses **require approval to supply restricted drugs and Schedule 2 and 3 poisons** at island resorts. An approval limits such supply to specified restricted drugs and Schedule 2 and 3 poisons only, and only on a doctor's instruction. If they do not need to supply these drugs and poisons (because medical care is immediately accessible), an approval is not required. It is envisaged that in most cases, registered nurses would require approval to supply restricted drugs and Schedule 2 and 3 poisons at an island resort.
- 15 Approvals are not granted to registered nurses to supply controlled drugs.
- 16 Registered nurses are responsible for the administration and supply of drugs and poisons, as well as their storage and keeping of records.

Island Resort Managers

- 17 Island Resort Managers **require approval to obtain, possess and issue** controlled drugs, restricted drugs and Schedule 2 and 3 poisons to approved registered nurses at island resorts, if a doctor is not on site.
- 18 Island Resort Managers are therefore responsible for the purchase of drugs and poisons, and their issue to approved registered nurses. It is not proposed that an Island Resort Manager retain possession of any drugs and poisons for any longer than it takes to issue them to the registered nurse for safe storage.

CRITERIA FOR APPROVALS

Arrangement with doctor

- 19 Prior to submitting an application for approval, the Island Resort Manager must negotiate an arrangement with a nominated doctor (or medical practice) who will be responsible for providing medical care at the island resort. The nominated doctor is required to provide medical consultation and instructions for emergency medical treatment at the island resort, and referral to other medical facilities where necessary. This arrangement is required to enable the administration and supply of scheduled drugs and poisons under the approval. A nominated doctor is also required to countersign purchase orders.
- 20 The nominated doctor may be:
 - an individual doctor;
 - a doctor or doctors at a medical practice;
 - a doctor or doctors at a hospital; or

¹ A doctor's "as of right" authority includes the ability to obtain, possess, administer and supply controlled and restricted drugs and scheduled poisons, under certain circumstances. A doctor may also give someone who may administer or supply these drugs or poisons an oral or written instruction to do this. On occasion, it could be necessary for a doctor who is not the nominated doctor, to instruct a registered nurse to administer a drug or poison in an emergency situation. This could happen if a doctor who was a guest at an island resort witnessed a patient having a heart attack, for example, or if the nominated doctor was not contactable and another doctor was contacted.

- a doctor or doctors of the Royal Flying Doctor Service of Australia (Queensland Section).

21 The arrangement should be formalised in writing between the two parties and submitted with the application for approval.

Situations where evacuations are necessary

22 On some occasions, it may be necessary for a nominated doctor to arrange for emergency evacuation of a patient, by helicopter or fixed wing aircraft. Particular drugs and poisons might be required for the patient prior to, or during, the evacuation. For the purposes of this guideline, all such doctors who have responsibility for evacuation of patients are able to instruct registered nurses regarding the administration of scheduled drugs and poisons held at the island resort under the approval.

Royal Flying Doctor Service medicine chests

23 Under the HDPR, an island resort may keep a Royal Flying Doctor Service of Australia (RFDS) medicine chest on site, which acts as an outpost of the RFDS. Upon approval by the RFDS to keep such a chest under the HDPR, the person in charge of the outpost is allowed to:

- possess a controlled or restricted drug that a RFDS doctor considers necessary;
- administer or supply a controlled or restricted drug at the outpost under a doctor's oral or written instruction; and
- administer or supply a Schedule 2 or Schedule 3 poison at the outpost under an oral or written instruction of a doctor or nurse practitioner.

24 Where an island resort has a medicine chest, and medical treatment is provided via this mechanism, an approval, as provided for under this guideline, is **not to be used** to provide concurrent emergency medical treatment. This does not exclude an island resort company from utilising both a medicine chest and approval to provide emergency medical treatment at a specific island resort, but it limits the use of the medicine chest to discrete medical events.

25 For example, a registered nurse is employed at an island resort to provide emergency medical treatment under an approval, but is away from the island resort when a medical situation arises. If there is a medicine chest kept on site, the person in charge of the medicine chest may administer or supply drugs or poisons as appropriately instructed by a doctor or nurse practitioner. In this situation, the medical treatment is provided for via the medicine chest mechanism; hence the approval is not in force.

26 Where a registered nurse is available to provide emergency medical treatment at an island resort, emergency medical treatment is to be provided under an approval, rather than by utilising the RFDS medicine chest.

Approval for Island Resort Managers

27 Approvals may be granted to Island Resort Managers to obtain and possess controlled and restricted drugs and Schedule 2 and 3 poisons, and issue them to registered nurses for the provision of emergency medical treatment to personnel at the island resort.

28 Unless an Island Resort Manager is a registered nurse, he/she will not receive approval to administer or supply scheduled drugs and poisons.

29 Due to the transient nature of many island resort positions, approval is granted for the generic position of Island Resort Manager. It therefore allows a competent adult employee acting in the position, or authorised by the Island Resort Manager in his/her absence, to perform the functions listed in the approval (ie. obtain, possess and issue scheduled drugs and poisons).

Approval for registered nurses

- 30 The administration and supply of scheduled drugs and poisons at island resorts for the provision of emergency medical treatment must only be carried out by persons who have undergone appropriate training and education (e.g. registered nurses). Registered nurses employed by the island resort company who have a current registration with the AHPRA are suitable for consideration to be approved to supply certain restricted drugs and Schedule 2 and 3 poisons on a doctor's instruction. Accordingly, registered nurses who meet these criteria may receive approval.
- 31 It is the responsibility of the Island Resort Manager to ensure that any registered nurse employed by the company has a current registration with the AHPRA.
- 32 Approval is granted for the generic position of registered nurse, because of the transient nature of many island resort positions. It therefore allows any registered nurse (with current AHPRA registration) employed by the island resort company to perform the functions listed in the approval (ie. supply certain restricted drugs and Schedule 2 and 3 poisons on a doctor's instruction).

Other staff

- 33 Island resort owners may wish to seek approval under *section 18 - How chief executive may deal with applications* of the HDPR, for other staff employed by the company to administer certain drugs and poisons (on a doctor's instruction).
- 34 Qualified paramedics who are employed by the Queensland Ambulance Service (QAS) may, on occasion, be employed at island resorts to operate emergency medical facilities and provide treatment. Provisions exist in the HDPR to allow such paramedics working in an extended care program to obtain, possess and administer drugs and poisons on a doctor's instruction. However, as this is outside the scope of the approvals provided for under this guideline, contact the local Public Health Unit for further information if necessary.

Exceptions to this guideline²

- 35 Notwithstanding the preceding sections, registered doctors have an "as of right" authority under the HDPR to obtain, possess, administer and supply drugs and poisons in the practise of medicine. Doctors at island resorts can therefore administer or supply drugs and poisons to persons requiring medical treatment for emergency or non-emergency conditions. For example, in a life-threatening situation, a doctor who was a guest at an island resort could request a registered nurse to administer a controlled drug, or could administer it personally. This could be from the doctor's bag stock or from the island resort's stock of drugs and poisons.
- 36 Alternatively, the nominated doctor for the island resort could fly in (if a medical evacuation was necessary) and request a registered nurse to administer a controlled or restricted drug from the doctor's bag supply. These situations, while outside the scope of this guideline, are lawful under the provisions of the HDPR.

General poisons licences under Division 4 of the HDPR

- 37 Due to the isolation of most island resorts from general pharmaceutical services, there may be a need for Schedule 2 poisons to be sold, by retail, to members of the public on an island resort. For example, certain retail outlets such as convenience stores on island resorts may wish to sell

² As previously discussed, the objectives of this guideline are to provide a mechanism for necessary drugs and poisons to be available at island resorts for emergency medical treatment, and to ensure that they are kept and used safely.

- Schedule 2 poisons (such as packages containing limited quantities of paracetamol) to the public.
- 38 Proprietors of retail outlets on island resorts wishing to sell Schedule 2 poisons by retail should make an application for a “general licence to sell poisons”. An application form is available at www.health.qld.gov.au/ph/ehu/drugs_poisons.asp or by contacting the local Public Health Unit.
- 39 There are specific requirements relating to the sale of these poisons detailed in the HDPR. Further details may be provided when an application is made.
- 40 A “general licence to sell poisons” may only be granted to a person considered suitable to sell Schedule 2 poisons, and when the nearest pharmacy is more than 25 kilometres away.

PROCEDURE FOR APPLYING FOR APPROVALS

- 41 Approvals under the HDPR can only be applied for using the standard application form available at www.health.qld.gov.au/ph/ehu/drugs_poisons.asp or by contacting the local Public Health Unit.
- 42 Submission of an original completed application form is mandatory. In urgent situations, forwarding applications by facsimile may be acceptable, depending on circumstances. However, faxed applications must be followed by originals.
- 43 All applications must be completed in full and must be endorsed by the island resort company director/s. Applications will not be processed without all necessary information being provided by the applicant.
- 44 Applications must be accompanied by a copy of the arrangement between the Island Resort Manager and the nominated doctor who will provide medical consultation and instructions for emergency medical treatment at the island resort.
- 45 Applications for approvals must be made to the Drugs and Poisons Policy and Regulation Unit, Environmental Health Branch, Queensland Health.
- 46 At the time of print of this guideline, there is no application fee charged for approvals.
- 47 Enquiries may be made by Queensland Health into the suitability of an applicant, and the actual need for the drugs and poisons.

ABOUT THE APPROVAL

Format and content

- 48 Approvals are granted under *section 18 - How chief executive may deal with applications* of the HDPR. They are granted in a standardised format and with standardised content.
- 49 An approval under the HDPR may be granted to an island resort company to allow Island Resort Managers and registered nurses employed by the company, to perform functions necessary for the emergency medical treatment of personnel and guests at a specific island resort.
- 50 If a company wishes to have approval at more than one island resort, a separate application needs to be made for each. **Approvals are only granted for a specific island resort.**
- 51 Attached to all approvals is “The List” – a document that specifies all scheduled drugs and poisons for which approval holders are approved. The drugs and poisons included in “The List” are based on the original application and are approved by the chief executive for use at island resorts in accordance with this guideline.

- 52 Approvals contain a number of standard conditions. Compliance with these conditions is mandatory. A standard condition included on all approvals also imposes a requirement for compliance with this guideline.
- 53 Approval holders have the right to appeal against the imposition of conditions to their approval, and mechanisms exist for approval holders to make such appeals. (For further information, see “Reason for conditions on the approval” in the section below).

Duration of approvals

- 54 Approvals are issued with an expiry date up to two (2) years after the approval was granted. Periods of validity of less than two years may be assigned to an approval, dependent on the applicant’s requirements and, in any case, at the discretion of the chief executive.

Reasons for conditions on the approval

- 55 Section 18(4) of the HDPR requires that where an approval is granted and conditions are attached to the approval, the applicant must be given a written notice that states:
- the reasons for the condition; and
 - that the applicant may appeal against the imposition of the conditions within 28 days after the applicant receives notice of the decision, to the Queensland Civil Administration Tribunal (QCAT).
- 56 Each approval contains a notice of reasons for conditions.

DRUGS AND POISONS INCLUDED ON APPROVALS

- 57 Approvals are generally limited to the controlled drugs, restricted drugs and Schedule 2 and Schedule 3 poisons listed in Appendix 1 of this guideline. This list has been formulated with due care and consideration to the range of drugs and poisons that could be required for emergency medical treatment at island resorts.
- 58 In special circumstances, drugs and poisons in addition to the specified list may be applied for. However, reasonable grounds for the additional drugs and poisons must be provided by the Island Resort Manager and include the specific advice of the nominated doctor. Addition of drugs and poisons not listed in Appendix 1 will require special consideration by the chief executive before approval is extended to include any such drugs and poisons.³
- 59 The drugs and poisons that are within the scope of an approval will be in “The List” attached to that approval.
- 60 Only those drugs and poisons on “The List” may be obtained, possessed and issued by the Island Resort Manager under the approval, and supplied by the registered nurse under the approval, on a doctor’s instruction. Controlled drugs are not to be supplied by registered nurses.

OBTAINING DRUGS AND POISONS

- 61 Approvals only permit approved Island Resort Managers to obtain the drugs and poisons specified in the approval (with limitations indicated). The approval limits the approval holder to certain formulations of drugs and poisons, as well as a specific quantity of controlled drugs and, in a few instances, a specific quantity of restricted drugs. The specific quantity indicates the maximum quantity of the drug that is to be held at the island resort at any given time.

³ As previously discussed, doctors who are registered in Queensland may obtain, possess, administer and supply controlled and restricted drugs and scheduled poisons, whether for emergency or non-emergency treatment of patients. This is outside of the approval process. See the section headed “criteria for approvals” for further information.

- 62 The quantity of Schedule 2 and Schedule 3 poisons and most restricted drugs which can be obtained under an approval is generally not specified in “The List”. It is considered that the nominated doctor for the island resort has responsibility for managing the quantity of these drugs and poisons used at the island resort through the ordering process.
- 63 The sale of drugs and poisons to island resorts is considered to be a wholesale transaction. Accordingly, drugs and poisons for island resorts can only be purchased from a licensed drugs and poisons wholesaler.
- 64 Island Resort Managers approved to obtain controlled drugs, restricted drugs or poisons may only purchase those drugs and poisons in “The List”:
- on a written purchase order; and
 - from a licensed drugs and poisons wholesaler. (Doctor’s prescriptions must not be used for this purpose.)

Purchase Orders

- 65 Island Resort Managers may only obtain controlled drugs, restricted drugs and Schedule 2 and 3 poisons on purchase orders. Purchase orders must include the following information legibly written in ink:
- the date the order is written;
 - the name and address of the approved Island Resort Manager who is placing the order;
 - the name and address of the island resort;
 - the description and quantity of the drugs and poisons to be obtained;
 - the usual signature of the approved Island Resort Manager;
 - a number that allows the purchase order to be distinguished from other purchase orders used by the person ordering the drugs or poisons; and
 - the name and usual signature of the nominated doctor specified in the formal arrangement with the Island Resort Manager.
- 66 A purchase order template is available at www.health.qld.gov.au/ph/ehu/drugs_poisons.asp. The use of this template is not mandatory; however it may assist in ensuring compliance with the requirements for a purchase order.
- 67 The HDPR allows a competent adult authorised by the Island Resort Manager to sign purchase orders on behalf of that Island Resort Manager.
- 68 Only original copies of purchase orders should be forwarded to a licensed drugs and poisons wholesaler. All purchase orders must have a full copy of the approval attached to them.
- 69 Doctor’s prescriptions must not be used to order drugs and poisons for an island resort.
- 70 Unscheduled first aid items may be purchased over the counter from a pharmacy or from a licensed drugs and poisons wholesaler and do not require a purchase order.

ADMINISTRATION AND SUPPLY OF DRUGS AND POISONS

Dispensing drugs and poisons on prescriptions

- 71 Approvals do **not** allow for the dispensing of drugs and poisons on prescriptions.
- 72 Persons who present at island resort emergency medical facilities with prescriptions for dispensing should be referred to a pharmacy to have their medications dispensed.

Controlled drugs and restricted drugs

- 73 In any event where controlled drugs or restricted drugs are required to be administered or restricted drugs supplied to patients at island resorts, the registered nurse who may administer or supply drugs under an approval must obtain an instruction from the nominated doctor specified in the formal arrangement with the Island Resort Manager. Standing orders are **not** considered appropriate and must **not** be used for the administration or supply of drugs at island resorts.
- 74 An instruction from the nominated doctor may be oral or written. However, in the case of administering controlled drugs, an oral instruction from the doctor **must** be reduced to writing within 24 hours by that doctor.
- 75 If such instruction is not provided to the registered nurse who administered the controlled drugs within 24 hours, the registered nurse **must** report the circumstances to the local Public Health Unit within 48 hours.
- 76 Regardless of the format, a written instruction from the nominated doctor must include the following details:
- the date and time the instruction was given;
 - the patient's name, address and date of birth;
 - the name, strength, form and quantity/volume of the drug(s) and/or poison(s) to be administered and/or supplied;
 - specific directions for administration and/or supply; and
 - the name and usual signature of the doctor.
- 77 Copies of all written instructions are to be retained for a period of at least two (2) years.
- 78 A standard template for doctors to provide a written instruction to a registered nurse under an approval can be found at Appendix 2 of this guideline. The use of this template is not mandatory; however it may assist in ensuring compliance with the requirements for a written instruction.

Schedule 2 and Schedule 3 poisons

- 79 In circumstances where Schedule 2 or Schedule 3 poisons are required to be supplied for the emergency medical treatment of patients at an island resort, the person approved to supply the poisons must obtain an instruction from the nominated doctor specified in the formal arrangement with the Island Resort Manager. The instruction does not have to be in writing.
- 80 A doctor's instruction is not required for the administration of Schedule 2 or 3 poisons by a registered nurse.

LABELLING OF MEDICATIONS SUPPLIED TO PATIENTS

- 81 If a restricted drug or a Schedule 2 or 3 poison is supplied by an approved registered nurse to a patient on a doctor's instruction, the nurse must securely attach a label to the container of the drug or poison. The label **must** have the following information legibly written on it in ink;
- **"KEEP OUT OF REACH OF CHILDREN"** 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;
 - **"EMERGENCY SUPPLY"** in a colour contrasting with the background colour and in bold-faced sans serif capital letters with a face depth of at least 1.5 mm;
 - the approved name of the medication or the trade name of the medication or the name of each drug or poison present in the medication;
 - the strength of, and quantity or volume of the medication supplied;
 - directions about the use of the medication;
 - the name of the person for whose treatment it is intended;

- the date of supply;
- the expiry date of the medication;
- the name of the nurse who supplied the medication;
- the name of the island resort at which it was supplied; and
- if necessary, the warning statements specified in the HDPR section 198(3)(i) and section 276(3)(i).⁴

STORAGE OF DRUGS AND POISONS

Controlled drugs

- 82 Controlled drugs stored at island resorts must be stored in receptacles which comply with Appendix 6 of the HDPR or a place which an inspector appointed under the *Health Act 1937* is reasonably satisfied is a secure place. Environmental Health Officers of Public Health Units are able to approve alternative places for storage of controlled drugs.
- 83 Receptacles or secure places must be lockable and kept locked (except when drugs are being removed from or placed into the receptacle). The keys or combinations to the approved receptacles or secure places must remain in the possession of the Island Resort Manager or registered nurse/s who, under the approval, are able to possess controlled drugs.

Restricted drugs

- 84 Restricted drugs must be stored in cupboards, drawers, storerooms or other parts of island resorts to which the public (including persons without approval) do not have access.
- 85 Wherever possible, restricted drugs held at island resorts should be kept under lock and key with the storage areas kept locked (except when drugs are being removed from or placed into the storage area). The keys or combinations to storage areas should remain in the possession of the Island Resort Manager or registered nurse/s who, under the approval, are able to possess restricted drugs.

Schedule 2 and Schedule 3 poisons

- 86 Schedule 2 and Schedule 3 poisons must be stored so that they are inaccessible to persons not included in the approval.

RECORDS OF DRUGS AND POISONS

- 87 Transactions of scheduled drugs and poisons held at island resorts which relate to approvals granted by the chief executive must be recorded by the approved person/s at the island resort. As registered nurses are the approved persons to administer or supply scheduled drugs and poisons, they should be responsible for maintaining the records.

General administrative requirements

- 88 Records must be kept in accordance with the following requirements:
- a bound book with individually numbered pages must be used;
 - a separate page must be used for each different drug or poison type and strength and form;
 - the record must show a progressive balance;
 - the record must be made on the day of the transaction;

⁴ Section 198(3)(i) and 276(3)(i) specify certain warning statements required in relation to medicines for internal human therapeutic use that are substances included in Appendix K of the Standard for the Uniform Scheduling of Medicines and Poisons. They generally apply to medications that may cause drowsiness.

- no entry in the record can be cancelled, changed or obliterated. The entries in the record can be corrected by the use of a signed and dated marginal note or footnote giving the correct details;
- the book must be used exclusively for the purpose of maintaining the records of drugs and poisons administered or supplied under a specific approval; and
- the records must be kept in good condition and for a period of two years from the date of the last entry. The record must be produced on the request of an inspector (eg. Environmental Health Officer from Queensland Health).

Information required for all transactions

- 89 The following information must be recorded for all controlled drugs, restricted drugs and Schedule 2 and Schedule 3 poisons kept at an island resort:

Incoming stock

- date of purchase / obtaining the drugs or poisons;
- an order number for the purchase;
- name and address of the supplier;
- name, strength, form and quantity of the drugs or poisons;
- name and usual signature of approved person obtaining the drugs or poisons; and
- balance of stock on hand.

Outgoing stock

- date of administration or supply;
- full name of patient;
- name, strength, form and quantity of drugs or poisons administered or supplied;
- name of the doctor giving the instruction to administer controlled or restricted drugs or supply restricted drugs or Schedule 2 or 3 poisons;
- name and usual signature of person administering or supplying the drugs or poisons; and
- balance of stock on hand.

- 90 If a doctor at an island resort administers or supplies drugs or poisons to a patient from the stock of drugs and poisons at the island resort, the above records must be maintained.
- 91 Controlled drug stocks must be checked frequently, at least weekly. Counts should also be carried out when a controlled drug is administered.
- 92 It is a legal requirement that if a discrepancy is found between the quantity of a controlled drug kept by an approved person and the balance shown in that person's records for the drug, the person must immediately give written notice of the discrepancy to the chief executive. In this instance, written notice is to be given to the Director, Drugs and Poisons Policy and Regulation Unit, Environmental Health Branch, at the postal address provided at the beginning of this document.

EXPIRED OR UNUSED DRUGS AND POISONS

- 93 When an approval expires and/or an approval is no longer required, approved registered nurses or the Island Resort Manager must arrange for the destruction of any controlled drugs remaining in their possession.
- 94 Similarly, any controlled drugs which have passed their expiry date, regardless of whether the approval is current or not, should be destroyed.

- 95 A procedure and template exists for the destruction of controlled drugs and is available at www.health.qld.gov.au/ph/ehu/drugs_poisons.asp. This procedure must be followed, as approval holders must be able to account for all controlled drugs in their possession. Destruction of controlled drugs by other means is not permitted.
- 96 Restricted drugs and Schedule 2 and 3 poisons do not have to be disposed of in the same way as controlled drugs. In some cases for example, pharmacies accept out of date or unwanted stock for destruction. In any case, restricted drugs and Schedule 2 and 3 poisons must not be disposed of so as to endanger the life and safety of a person or domestic animal. Food, drink, condiments, and other drugs and poisons must not be exposed to contamination by them, and access by someone not endorsed to possess them must not be permitted.

LIMITATIONS ON APPROVALS

- 97 Approvals only apply to Island Resort Managers and registered nurses while they are employed by the island resort company at the specified island resort. The administration and supply of drugs and poisons must only be made to personnel at that island resort.

CHANGES TO APPROVALS

- 98 Where the island resort company has a change of name during the term of the approval, the approval holder must notify the Drugs and Poisons Policy and Regulation Unit, Environmental Health Branch **immediately**. If the change of name is the result of a change in ownership, a new application for an approval is required.
- 99 However, if the change is not because of a change in ownership (ie. the Australian Company Number does not change), then the approval can be appropriately amended. A certified copy of the company's *Certificate of Name Change*, issued by the Australian Securities and Investments Commission, should be forwarded along with the notification to the Drugs and Poisons Policy and Regulation Unit.

REPLACEMENT OF APPROVALS

- 100 Where an approval is lost, stolen or destroyed, the approval holder must apply for a replacement approval. The application should detail the grounds for the request and should be in the form of a letter to the Director, Drugs and Poisons Policy and Regulation Unit, Environmental Health Branch.
- 101 Where the approval holder can confirm that an approval has actually been lost, stolen or destroyed, an identical replacement approval may be provided.

RENEWAL OF APPROVALS

- 102 Expiry reminder advice is not issued for approvals. If approval is required beyond the expiry date, a fresh application should be made approximately one month prior to expiry.

POWERS OF INSPECTORS

- 103 Inspectors (usually Environmental Health Officers from Queensland Health) may enter and inspect any island resort where controlled drugs, restricted drugs or Schedule 2 or 3 poisons are, or are reasonably suspected of, being kept.
- 104 Upon entry to an island resort, inspectors can inspect or examine or remove for examination any drugs or poisons held at the island resort. The inspector may remove any drugs or poisons for analysis or seize the drugs or poisons or any articles which the inspector believes to be a drug or poison.

- 105 Inspectors can also check, copy and take extracts from any record, book, prescription or other document relating to drugs or poisons held at island resorts.
- 106 Routine inspections of island resorts for compliance with the requirements of approvals are carried out by Environmental Health Officers from time to time.

APPENDIX 1 Approved drugs and poisons - Alphabetically

The following drugs and poisons have been approved for inclusion on island resort approvals for:

- the Island Resort Manager to obtain (with limitations indicated), possess and issue to a registered nurse; and
- a registered nurse to supply (only as indicated) for emergency medical treatment, on a doctor's instruction.

Only two controlled drugs, morphine and pethidine, are approved. These appear at the beginning and are therefore not in alphabetical order. These drugs **cannot** be supplied under the approval.

Where applicable, the approved form, strength and/or quantity are indicated.

Note: Any additions to this list should only occur following consultation with and approval by the Director, Drugs and Poisons Policy and Regulation Unit, Environmental Health Branch.

Drug name	Schedule	Limitations on Obtaining	Administer on doctor's instruction	Supply on doctor's instruction
Morphine	S8	10 mg/mL; 1 mL for injection Maximum quantity 10 ampoules	Yes	No
Pethidine	S8	100 mg/mL; 2 mL for injection Maximum quantity 10 ampoules	Yes	No
<i>This cell has been left blank intentionally</i>				
Adrenaline	S2 and S3		Yes	Injection formulations not permitted, except as auto-injectors
ADT vaccine	S4		Yes	No
Amiodarone	S4	150 mg/3 mL injection form	Yes	No
Amoxicillin	S4		Yes	Oral formulations only
Antazoline	S2 and S3		Yes	Yes
Aspirin	S2 and S3		Yes	Yes
Atropine	S4		Yes	No
Benzathine penicillin	S4		Yes	Oral formulations only
Benzocaine	S2 and S3		Yes	Yes
Benztropine	S4		Yes	No
Benzydamine	S2 and S3		Yes	Yes
Benzylpenicillin	S4		Yes	No

Drug name	Schedule	Limitations on Obtaining	Administer on doctor's instruction	Supply on doctor's instruction
Cefaclor	S4		Yes	Oral formulations only
Cephalexin	S4		Yes	Oral formulations only
Chloramphenicol	S4	Ocular formulations only	Yes	Drops only
Clavulanic acid	S4		Yes	Oral formulations only
Clioquinol	S4	Topical formulations only	Yes	Yes
Clotrimazole	S2 and S3		Yes	Yes
Dexamethasone	S4	Otic formulations only	Yes	Yes
Diazepam	S4	5 mg tablets 5 mg/mL; 2 mL for injection Maximum quantity 50 tablets; 10 ampoules	Yes	Supply of injection formulations not permitted. Maximum of 3 days supply of oral formulations
Dicloxacillin	S4		Yes	Oral formulations only
Doxycycline	S4		Yes	Oral formulations only
Ergometrine	S4		Yes	No
Flumethasone	S4	Topical formulations only	Yes	Yes
Framycetin	S4	Ocular or otic formulations only	Yes	Yes
Frusemide	S4		Yes	No
Glucagon	S2 and S3		Yes	Yes
Glyceryl trinitrate	S4	Transdermal patches only	Yes	No
	S2 and S3	Oral formulations and spray only	Yes	Yes
Gramicidin	S4	Ocular or otic formulations only	Yes	Yes
Haloperidol	S4		Yes	No
Hydrocortisone	S4	Dermal formulations and injection only	Yes	Dermal formulations only
	S2 and S3	Dermal and topical rectal formulations only	Yes	Yes

Drug name	Schedule	Limitations on Obtaining	Administer on doctor's instruction	Supply on doctor's instruction
Hyoscine butylbromide	S4	Oral formulations and injection only	Yes	Oral formulations only
	S2 and S3	Oral formulations only	Yes	Oral formulations only
Indomethacin	S4		Yes	Oral formulations only
Ipratropium	S4		Yes	Metered dose inhaler only
Isosorbide dinitrate	S2 and S3		Yes	Yes
Levonorgestrel	S2 and S3	Oral formulations (750 mcg or 1500mcg dosage units) for emergency post-coital contraception only	Yes	Yes
Lignocaine	S4	± adrenaline	Yes	No
	S2 and S3	Topical rectal formulations only	Yes	Yes
Loperamide	S2 and S3		Yes	Yes
Loratadine	S2 and S3		Yes	Yes
Methoxyflurane	S4		Yes	No
Metoclopramide	S4		Yes	Oral formulations only
Metronidazole	S4		Yes	Oral and topical formulations only
Miconazole	S2 and S3		Yes	Yes
Midazolam	S4	5 mg/5 mL Maximum quantity 10 ampoules	Yes	No
Mupirocin	S4		Yes	Yes
Naloxone	S4		Yes	No
Naphazoline	S2 and S3		Yes	Yes
Neomycin	S4	Otic formulations only	Yes	Yes
Nifedipine	S4		Yes	Yes
Nitrous oxide	S4		Yes	No
Nystatin	S4	Otic formulations only	Yes	Yes
Omeprazole	S4	Oral formulations only	Yes	Yes
	S2 and S3	Oral formulations only	Yes	Yes
Oxybuprocaine	S4		Yes	No

Drug name	Schedule	Limitations on Obtaining	Administer on doctor's instruction	Supply on doctor's instruction
Oxymetazoline	S2 and S3		Yes	Nasal drops and spray formulations only
Oxytocin	S4		Yes	No
Paracetamol	S2 and S3		Yes	Yes
Paracetamol/Codeine	S4	S4 formulations with no more than 30 mg Codeine per dosage unit Maximum quantity 100 tablets/capsules	Yes	Maximum of 3 days supply
	S2 and S3		Yes	Yes
Phenoxymethylpenicillin	S4		Yes	Yes
Prednisolone	S4		Yes	Oral and rectal formulations only
Prochlorperazine	S4		Yes	Oral formulations only
Promethazine	S4		Yes	Oral formulations only
	S2 and S3		Yes	Oral formulations only
Pseudoephedrine	S2 and S3		Yes	Maximum of one S3 pack
Ranitidine	S4	Oral formulations only	Yes	Yes
Roxithromycin	S4		Yes	Oral formulations only
Salbutamol	S4		Yes	No
	S2 and S3		Yes	Metered dose inhaler formulations only
Silver sulfadiazine	S4		Yes	No
Tinidazole	S4		Yes	Yes
Triamcinolone	S4	Otic formulations only	Yes	Yes
Trimethoprim	S4		Yes	Yes

APPENDIX 2 Template for a written instruction from a doctor

Written Instruction From a Doctor

A registered nurse at an island resort must receive an oral or written instruction from the nominated doctor prior to:

- the administration of controlled or restricted drugs; and/or
- the supply of restricted drugs or Schedule 2 or 3 poisons.

Controlled drugs CANNOT be supplied under the approval.

Important: Where an oral instruction is given for the administration of a controlled drug, the instruction **MUST BE** reduced to writing within 24 hours and forwarded to the registered nurse that administered the controlled drug.

This written instruction must be retained by the person administering or supplying the drug(s) and/or poison(s) for at least two years from the above date.

The following administration and/or supply is approved for: *(PLEASE PRINT)*

Patient Name:			
Address:			
DOB:	/ /	On Date:	/ /

DRUG(S) AND/OR POISON(S) TO BE ADMINISTERED AND/OR SUPPLIED:

Drug/Poison Name	Strength	Form	Quantity/Volume	Specific Directions for Administration and/or Supply

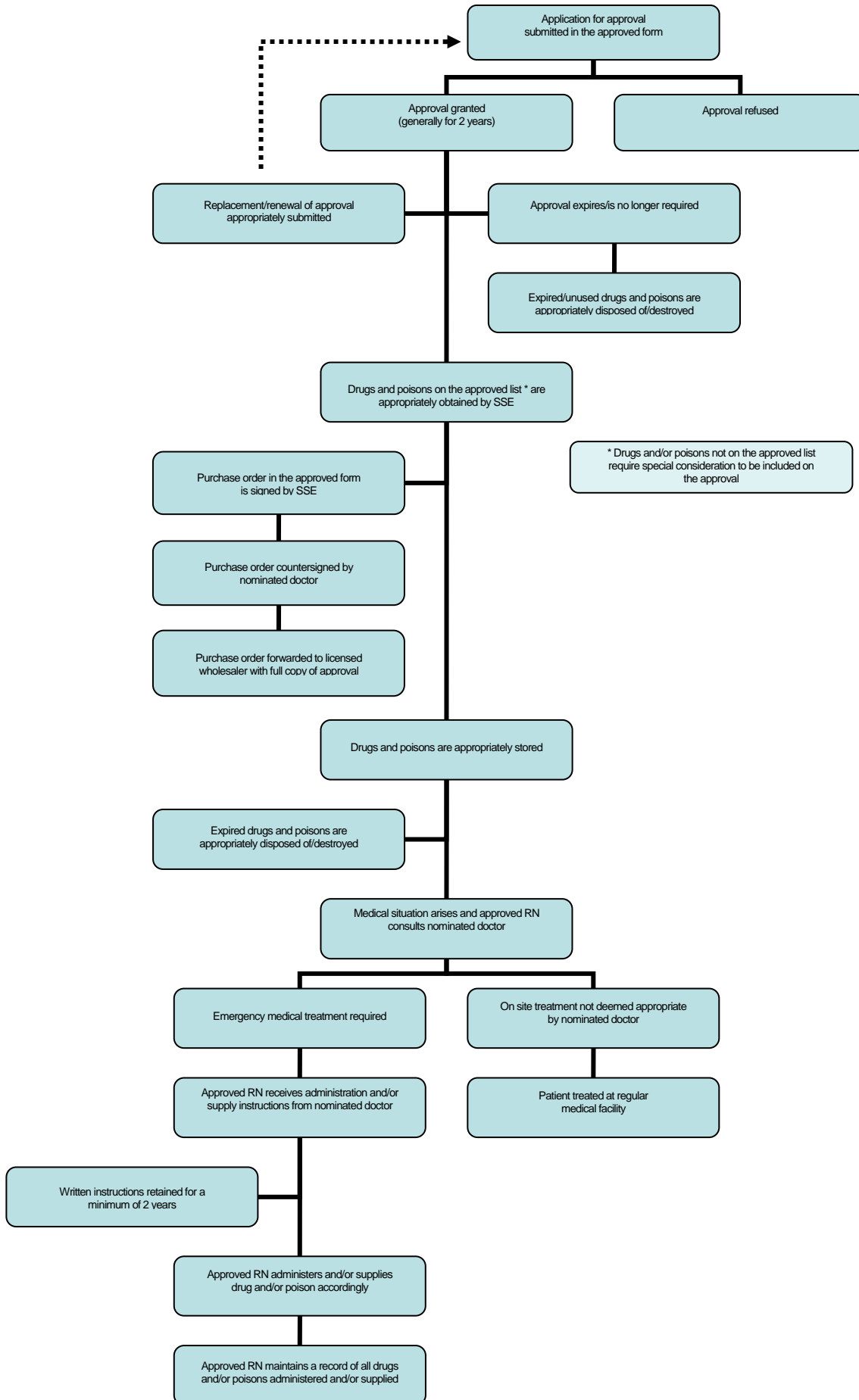
SPECIAL INSTRUCTIONS:

AUTHORISING DOCTOR: *(PLEASE PRINT)*

Name:			
Address:			
Signature:			Date: / /

This is a generic template, the use of which is not mandatory. Other formats for a written instruction may be more suitable for certain persons and they are acceptable, if all requirements for a written instruction as specified in the approval, are complied with.

APPENDIX 3 Flow chart for drugs and poisons at island resorts in Queensland





QUEENSLAND GOVERNMENT