



**Queensland Government**  
Queensland Health

## **Drugs and Poisons at Mine Sites in Queensland**



*Health (Drugs and Poisons) Regulation 1996*

May 2012

Environmental Health Branch

## FOREWORD

The publication, *Drugs and Poisons at Mine Sites in Queensland* aims to assist **Site Senior Executives** and **Registered nurses** of mine sites 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 a mine site's location in an isolated practice area in Queensland.

The guideline supports persons (including mining organisations) to whom endorsements (approvals) have been granted by defining the legislative requirements for maintaining such facilities and thereby providing emergency medical treatment to personnel at mine sites.

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

## DISCLAIMER

The information presented in the guideline is distributed by Queensland Health for and on behalf of the Queensland Government and is presented as an information source only. The information is provided solely on the basis that readers will be responsible for making their own assessment of the matters presented herein and they are advised to verify all relevant representations, statements and information. The information does not constitute professional advice and should not be relied upon as such. Formal advice from appropriate officers should be sought in particular matters.

Queensland Health does not accept liability to any person for the information or advice provided in the guideline, or incorporated into it by reference or for loss or damages incurred as a result of reliance upon the material contained herein. In no event shall Queensland Health be liable (including liability for negligence) for any damages (including without limitation, direct, indirect, punitive, special or consequential) whatsoever arising out of a person's use of, access to or inability to use or access the guideline. Information found in this guideline is protected by Crown copyright.

## 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 mine sites. This guideline will be reviewed and amended as necessary. Readers are invited to provide written 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.

**Further information regarding drugs and poisons at mine sites and compliance with approval requirements and conditions is to be obtained from your local Queensland Health Public Health Unit. Public Health Unit contact details are available at [www.health.qld.gov.au/cho](http://www.health.qld.gov.au/cho).**

## VERSION

04 May 2012

**Drugs and Poisons Policy and Regulation Unit**  
Environmental Health Branch  
**QUEENSLAND HEALTH**  
Website [www.health.qld.gov.au/ph/ehu/drugs\\_poisons.asp](http://www.health.qld.gov.au/ph/ehu/drugs_poisons.asp)

**CONTENTS**

<b>DEFINITIONS</b> .....	<b>4</b>
<b>SCOPE</b> .....	<b>5</b>
<b>SUMMARY</b> .....	<b>6</b>
<b>WHEN APPROVAL IS REQUIRED</b> .....	<b>8</b>
REGISTERED NURSES .....	8
SITE SENIOR EXECUTIVES.....	9
<b>CRITERIA FOR APPROVALS</b> .....	<b>9</b>
ARRANGEMENT WITH DOCTOR .....	9
SITUATIONS WHERE EVACUATIONS ARE NECESSARY.....	10
ROYAL FLYING DOCTOR SERVICE MEDICINE CHESTS.....	10
APPROVAL FOR SITE SENIOR EXECUTIVES .....	10
APPROVAL FOR REGISTERED NURSES.....	11
EXCEPTIONS TO THIS GUIDELINE .....	11
GENERAL POISONS LICENCES UNDER DIVISION 4 OF THE HDPR.....	11
<b>PROCEDURE FOR APPLYING FOR APPROVALS</b> .....	<b>12</b>
<b>ABOUT THE APPROVAL</b> .....	<b>12</b>
FORMAT AND CONTENT.....	12
DURATION OF APPROVALS .....	12
REASONS FOR CONDITIONS ON THE APPROVAL .....	13
<b>DRUGS AND POISONS INCLUDED ON APPROVALS</b> .....	<b>13</b>
<b>OBTAINING DRUGS AND POISONS</b> .....	<b>13</b>
PURCHASE ORDERS .....	14
<b>ADMINISTRATION AND SUPPLY OF DRUGS AND POISONS</b> .....	<b>14</b>
DISPENSING DRUGS AND POISONS ON PRESCRIPTIONS .....	14
CONTROLLED DRUGS AND RESTRICTED DRUGS.....	14
SCHEDULE 2 AND SCHEDULE 3 POISONS .....	15
<b>LABELLING OF MEDICATIONS SUPPLIED TO PATIENTS</b> .....	<b>15</b>
<b>STORAGE OF DRUGS AND POISONS</b> .....	<b>15</b>
CONTROLLED DRUGS.....	15
RESTRICTED DRUGS .....	16
SCHEDULE 2 AND SCHEDULE 3 POISONS .....	16
<b>RECORDS OF DRUGS AND POISONS</b> .....	<b>16</b>
GENERAL ADMINISTRATIVE REQUIREMENTS .....	16
INFORMATION REQUIRED FOR ALL TRANSACTIONS .....	16
<b>EXPIRED OR UNUSED DRUGS AND POISONS</b> .....	<b>17</b>
<b>LOST, MISAPPROPRIATED OR STOLEN DRUGS AND POISONS</b> .....	<b>17</b>
<b>LIMITATIONS ON APPROVALS</b> .....	<b>18</b>
<b>CHANGES TO APPROVALS</b> .....	<b>18</b>
<b>REPLACEMENT OF APPROVALS</b> .....	<b>18</b>
<b>RENEWAL OF APPROVALS</b> .....	<b>18</b>
<b>POWERS OF INSPECTORS</b> .....	<b>18</b>
<b>APPENDIX 1 APPROVED DRUGS AND POISONS - ALPHABETICALLY</b> .....	<b>19</b>
<b>APPENDIX 2 TEMPLATE FOR A WRITTEN INSTRUCTION FROM A DOCTOR</b> .....	<b>23</b>
<b>APPENDIX 3 FLOW CHART FOR DRUGS AND POISONS AT MINE SITES IN QUEENSLAND</b> .....	<b>24</b>

**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.

**As of right authority** means certain organisations and/or classes of persons, in their professional capacity and/or by qualification, have legal entitlements under the Regulation.

**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 mechanisms that indicate that the person may deteriorate rapidly; or
- (d) treatment of personnel at a mine site is required by approved registered nurse/s at that mine site, as deemed appropriate by the nominated doctor (or doctor from the nominated medical practice) specified in the formal arrangement with the Site Senior Executive.

**Employed** includes contracted or otherwise engaged.

**Nominated doctor** means the doctor responsible for providing medical care at a mine site under an arrangement with the mine site organisation and includes a doctor from a nominated medical practice.

**Personnel** means persons employed by the mining organisation, and includes official visitors to the mine site.

**Site Senior Executive** means –

- (a) the most senior officer employed by the operator of the mine; or
- (b) a competent adult employee acting in the position of the most senior officer employed by the operator of the mine; or
- (c) a competent adult employee authorised by the most senior officer employed by the operator of the mine, in his/her absence who -
  - (i) is located at or near the mine site; and
  - (ii) has responsibility for the mine.

**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);
- personal supervision;
- poison;
- possess;
- purchase order;
- restricted drug;
- registered nurse;
- rural and isolated practice endorsed nurse; and
- supply.

## SCOPE

This guideline refers to the granting of approvals under the HDPR to specific mining organisations that allow **Site Senior Executives** and **Registered Nurses** employed by the organisations, to perform certain functions in relation to certain scheduled drugs and poisons, necessary for the emergency medical treatment of personnel at a specific mine site. 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;
- scheduled 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.

### Outside scope of this guideline

The following arrangements are outside the scope of this guideline.

i. ***Rural and isolated practice endorsed nurses (RIPEN)***

Where a mine site is located in an isolated practice area, and the mining organisation 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 Queensland Health Public Health Unit should be contacted for advice about whether or not an approval is required.

ii. ***Statutory emergency service providers (including ambulance services)***

Where the Queensland Ambulance Service (QAS) provides paramedic services to a mining organisation, certain provisions (“as of right authorities”) exist in the HDPR allowing legal authority for QAS paramedics to obtain, possess or administer certain scheduled drugs and poisons, whilst working for the QAS only.

**Note:** Paramedics employed by QAS (or another statutory emergency service provider in any State or Territory of Australia, or overseas) do not have “as of right authority” to obtain, possess or administer any scheduled drugs and poisons, when they are working as paramedics for and employed by a commercial organisation, providing commercial paramedic services in Queensland.

iii. ***Private and commercial organisations employing paramedics***

Refer to the Queensland Health guideline, *Approvals for organisations providing commercial paramedic services in Queensland* available via the Queensland Health website [www.health.qld.gov.au/ph/ehu/drugs\\_poisons.asp](http://www.health.qld.gov.au/ph/ehu/drugs_poisons.asp).

## 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 mine sites.
- 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 mining organisations at specific mine sites. They allow registered nurses and Site Senior Executives employed by the mining organisation to perform certain functions in relation to specified scheduled drugs and poisons that are necessary for the emergency medical treatment of personnel at those mine sites.
- iv. Approvals are only granted for specific mine sites. Separate applications need to be made for each mine site 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. Site Senior Executives require approval if controlled and restricted drugs and Schedule 2 and 3 poisons are needed at the mine site and a doctor is not available on site. Site Senior Executives 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](http://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 relevant resources include:
  - the *Health (Drugs and Poisons) Regulation 1996*, available at [www.legislation.qld.gov.au/LEGISLTN/CURRENT/H/HealDrAPoR96.pdf](http://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](http://www.health.qld.gov.au/pccm) ; and
  - codes and guidelines produced by the Australian Health Practitioner Regulation Agency, available at [www.ahpra.gov.au](http://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 mine site approvals, as provided for under this guideline.

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

\* Doctors have "as of right authority" under the Regulation and don't require specific additional authority in relation to mine site approvals.

## INTRODUCTION

1. Due to the remoteness of location in conjunction with general isolation from conventional medical, pharmaceutical and hospital services, mine sites may require first aid and medical supplies to be maintained on site for the **emergency** medical treatment of personnel at the mine site. 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 a mining organisation that allows the Site Senior Executive and registered nurses employed by the mining organisation, to perform certain functions in relation to certain scheduled drugs and poisons, necessary for the emergency medical treatment of personnel at a specific mine site.
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 at mine sites, 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 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. Inspectors (usually Environmental Health Officers from Queensland Health) 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 the legislative requirements of the HDPR as they apply to persons granted approval for drugs and poisons to be supplied to personnel at mine sites 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 mine sites and compliance with approval requirements and conditions is to be obtained from the local Queensland Health Public Health Unit. Public Health Unit contact details are available at [www.health.qld.gov.au/cho](http://www.health.qld.gov.au/cho).

## 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 a mine site. 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.<sup>1</sup>

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 in auto-injection form) 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 a mine site. 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 mine sites. 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 a mine site.
15. Approvals are not granted to registered nurses to supply controlled drugs.
16. Approved registered nurses are responsible for the administration and supply of drugs and poisons, as well as their storage and keeping of records.

#### **Site Senior Executives**

17. Site Senior Executives **require approval to obtain, possess and issue** controlled drugs, restricted drugs and Schedule 2 and 3 poisons to approved registered nurses at mine sites, if a doctor is not on site.
18. Site Senior Executives are therefore responsible for the purchase of drugs and poisons, and their issue to approved registered nurses. It is not proposed that a Site Senior Executive retains 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 Site Senior Executive must negotiate an arrangement with a nominated doctor (or medical practice) who will be responsible for providing medical care at the mine site. The nominated doctor is required to provide medical consultation and instructions for emergency medical treatment at the mine site, 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
  - a doctor or doctors of the Royal Flying Doctor Service of Australia (Queensland Section).

<sup>1</sup> 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 a mine site witnessed a patient having a heart attack, for example, or if the nominated doctor was not contactable and another doctor was contacted.

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 mine site under the approval.

#### **Royal Flying Doctor Service medicine chests**

23. Under the HDPR, a mine site 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 a mine site 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 a mining organisation from utilising both a medicine chest and approval to provide emergency medical treatment at a specific mine site, but it limits the use of the medicine chest to discrete medical events.
25. For example, a registered nurse is employed at a mine site to provide emergency medical treatment under an approval and is away from the mine site 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 a mine site, emergency medical treatment is to be provided under an approval, rather than by utilising the RFDS medicine chest.

#### **Approval for Site Senior Executives**

27. Approvals may be granted to Site Senior Executives 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 mine site.
28. Unless a Site Senior Executive 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 mine site positions, approval is granted for the generic position of Site Senior Executive. It therefore allows a competent adult employee acting in the position, or authorised by the Site Senior Executive 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 mine sites 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 mining organisation 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 Site Senior Executive to ensure that any registered nurse employed by the mining organisation 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 mine site positions. It therefore allows any registered nurse (with current AHPRA registration) employed by the mining organisation to perform the functions listed in the approval (ie. supply certain restricted drugs and Schedule 2 and 3 poisons on a doctor's instruction).

### Exceptions to this guideline<sup>2</sup>

33. 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 mine sites 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 a mine site 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 mine site's stock of scheduled drugs and poisons.
34. Alternatively, the nominated doctor for the mine site 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

35. Due to the isolation of most mine sites from general pharmaceutical services, there may be a need for Schedule 2 poisons to be sold, by retail, to members of the public on a mine site. For example, certain retail outlets such as convenience stores on mine sites may wish to sell Schedule 2 poisons (such as packages containing limited quantities of paracetamol) to the public.
36. Proprietors of retail outlets on mine sites 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](http://www.health.qld.gov.au/ph/ehu/drugs_poisons.asp) or by contacting the local Public Health Unit.
37. 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.
38. 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.

---

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

## PROCEDURE FOR APPLYING FOR APPROVALS

39. Approvals under the HDPR can only be applied for using the standard application form available at Queensland Health's Poisons and Pest Management webpage at [www.health.qld.gov.au/industry/poisons\\_pest](http://www.health.qld.gov.au/industry/poisons_pest) or by contacting the local Queensland Health Public Health Unit (refer to).
40. Submission of an original completed and signed application form, in the post, is mandatory.
41. All applications must be completed in full and must be endorsed by the mining organisation director/s. Applications will not be processed without all necessary information being provided by the applicant.
42. Applications must be accompanied by a certified copy of the arrangement between the Senior Site Executive/ and the nominated doctor who will provide medical consultation and instructions for emergency medical treatment at the mine site.
43. Applications for approvals must be made to the Drugs and Poisons Policy and Regulation Unit, Environmental Health Branch, Queensland Health.
44. At the time of print of this guideline, there is no application fee charged for approvals.
45. Enquiries may be made by Queensland Health into the suitability of an applicant, and the actual need for the scheduled drugs and poisons.

## ABOUT THE APPROVAL

### Format and content

46. 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.
47. An approval under the HDPR may be granted to a mining organisation to allow Site Senior Executives and registered nurses employed by the organisation, to perform functions necessary for the emergency medical treatment of personnel and guests at a specific mine site.
48. If a mining organisation wishes to have approval at more than one mine site, a separate application needs to be made for each. **Approvals are only granted for a specific mine site.**
49. 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 mine sites in accordance with this guideline.
50. 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.
51. 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

52. 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

53. 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).
54. Each approval contains a notice of reasons for conditions.

### DRUGS AND POISONS INCLUDED ON APPROVALS

55. 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 mine sites.
56. In special circumstances, drugs and poisons in addition to the specified list may be applied for. However, reasonable grounds for the additional scheduled drugs and poisons must be provided by the Site Senior Executive 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.<sup>3</sup>
57. The drugs and poisons that are within the scope of an approval will be in “The List” attached to that approval.
58. Only those drugs and poisons on “The List” may be obtained, possessed and issued by the Site Senior Executive 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

59. Approvals only permit approved Site Senior Executives 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 mine site at any given time.
60. 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 mine site has responsibility for managing the quantity of these drugs and poisons used at the mine site through the ordering process.
61. The sale of drugs and poisons to mine sites is considered to be a wholesale transaction. Accordingly, drugs and poisons for mine sites can only be purchased from a licensed drugs and poisons wholesaler.
62. Site Senior Executives 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.)

<sup>3</sup> 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.

## Purchase Orders

63. Site Senior Executives 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 Site Senior Executive who is placing the order;
  - the name and address of the mine site;
  - the description and quantity of the drugs and poisons to be obtained;
  - the usual signature of the approved Site Senior Executive;
  - 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 Site Senior Executive.
64. A purchase order template is available at [www.health.qld.gov.au/ph/ehu/drugs\\_poisons.asp](http://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.
65. The HDPR allows a competent adult authorised by the Site Senior Executive to sign purchase orders on behalf of that Site Senior Executive.
66. 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.
67. Doctor's prescriptions must not be used to order drugs and poisons for a mine site.
68. 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

69. Approvals do **not** allow for the dispensing of drugs and poisons on prescriptions.
70. Persons who present at mine site emergency medical facilities with prescriptions for dispensing should be referred to a pharmacy to have their medications dispensed.

### Controlled drugs and restricted drugs

71. In any event where controlled drugs or restricted drugs are required to be administered or restricted drugs supplied to patients at mine sites, 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 Site Senior Executive. Standing orders are **not** considered appropriate and must **not** be used for the administration or supply of drugs at mine sites.
72. 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.
73. 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.

74. 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.
75. Copies of all written instructions are to be retained for a period of at least two (2) years.
76. 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**

77. In circumstances where Schedule 2 or Schedule 3 poisons are required to be supplied for the emergency medical treatment of patients at a mine site, the person approved to supply the poisons must obtain an instruction from the nominated doctor specified in the formal arrangement with the Site Senior Executive. The instruction does not have to be in writing.
78. 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**

79. 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 mine site at which it was supplied; and
  - if necessary, the warning statements specified in the HDPR section 198(3)(i) and section 276(3)(i).<sup>4</sup>

### **STORAGE OF DRUGS AND POISONS**

#### **Controlled drugs**

80. Controlled drugs stored at mine sites 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

<sup>4</sup> 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.

satisfied is a secure place. Environmental Health Officers of Public Health Units are able to approve alternative places for storage of controlled drugs.

81. 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 or registered nurse/s who, under the approval, are able to possess controlled drugs.

### **Restricted drugs**

82. Restricted drugs must be stored in cupboards, drawers, storerooms or other parts of mine sites to which the public (including persons without approval) do not have access.
83. Wherever possible, restricted drugs held at mine sites 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 Site Senior Executive or registered nurse/s who, under the approval, are able to possess restricted drugs.

### **Schedule 2 and Schedule 3 poisons**

84. 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**

85. Transactions of scheduled drugs and poisons held at mine sites which relate to approvals granted by the chief executive must be recorded by the approved person/s at the mine site. 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**

86. 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;
  - 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**

87. The following information must be recorded for all controlled drugs, restricted drugs and Schedule 2 and Schedule 3 poisons kept at an mine site:

#### **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.

88. If a doctor at an mine site administers or supplies drugs or poisons to a patient from the stock of drugs and poisons at the mine site, the above records must be maintained.
89. Controlled drug stocks must be checked frequently, at least weekly. Counts should also be carried out when a controlled drug is administered.
90. 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**

91. When an approval expires and/or an approval is no longer required, approved registered nurses or the Site Senior Executive must arrange for the destruction of any controlled drugs remaining in their possession.
92. Similarly, any controlled drugs which have passed their expiry date, regardless of whether the approval is current or not, should be destroyed.
93. 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](http://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.
94. 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.

**LOST, MISAPPROPRIATED OR STOLEN DRUGS AND POISONS**

95. The approval holder shall immediately notify the Manager, Environmental Health of the local Queensland Health Public Health Unit and the Queensland Police Service should any theft, misappropriation or losses occur of any scheduled drugs and poisons included in the list of approved drugs and poisons.

## LIMITATIONS ON APPROVALS

96. Approvals only apply to Site Senior Executives and registered nurses while they are employed by the mining organisation at the specified mine site. The administration and supply of drugs and poisons must only be made to personnel at that mine site.

## CHANGES TO APPROVALS

97. Where the mining organisation 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.
98. 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

99. 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.
100. 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

101. 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

102. Inspectors (usually Environmental Health Officers from Queensland Health) may enter and inspect any mine site where controlled drugs, restricted drugs or Schedule 2 or 3 poisons are, or are reasonably suspected of, being kept.
103. Upon entry to an mine site, inspectors can inspect or examine or remove for examination any drugs or poisons held at the mine site. 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.
104. Inspectors can also check, copy and take extracts from any record, book, prescription or other document relating to drugs or poisons held at mine sites.
105. Routine inspections of mine sites for compliance with the requirements of approvals are carried out by Environmental Health Officers of Queensland Health from time to time.

**APPENDIX 1 APPROVED DRUGS AND POISONS - ALPHABETICALLY**

The following drugs and poisons have been approved for inclusion on mine site approvals for:

- the Site Senior Executive 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 <b>Maximum quantity</b> 10 ampoules	Yes	No
Pethidine	S8	100 mg/mL; 2 mL for injection <b>Maximum quantity</b> 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
Benzylamine	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 <b>Maximum quantity</b> 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 <b>Maximum quantity</b> 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 <b>Maximum quantity</b> 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 a mine site 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 MINE SITES IN QUEENSLAND**

