

Guidelines for First-Aid Kit Licences

This summary has been prepared by the Health Protection Service to assist in understanding key storage and related requirements for first-aid kit licence holders. Refer to the *Medicines, Poisons and Therapeutic Goods Act 2008* and *Regulation 2008* (at www.legislation.act.gov.au) for full details.

Storage Requirements

Controlled (S8) medicines:

- Licensees must ensure that they are authorised to be in possession of a controlled medicine.
- When transported for use in another location, controlled medicines must be stored in a locked first-aid kit in the licensee's possession. If the kit is out of the licensee's immediate possession for a brief period of time, it should be secured, out of sight, in a locked facility (e.g. lockable vehicle or cupboard) to prevent unauthorised access.
- Controlled medicines must otherwise be stored in a locked container that prevents ready access to the contents and is securely attached to the building. Keys and combinations must not be accessible to or known by unauthorised persons.

Prescription only (S4) medicines:

- Prescription only medicines must be stored in a lockable storage facility (e.g. cupboard, drawer, fridge, filing cabinet, treatment room, storeroom) when they are not being transported in a first-aid kit. A treatment room or storeroom does not have to be locked if a licensee is present, in which case, it is the responsibility of the licensee to determine how unauthorised access is to be prevented or restricted.
- Prescription only medicines which require refrigeration must be secured in a lockable refrigerator, unless the refrigerator is secured within a lockable room.

Pharmacist only (S3) and pharmacy (S2) medicines:

- Licensees may administer pharmacist only and pharmacy medicines in a similar manner to prescription only medicines, for the treatment of patients under their care.
- To prevent unlawful supply or access, pharmacist only and pharmacy medicines must be stored and handled in a similar manner to prescription only medicines.

Procurement, Destruction and Record Requirements

- Controlled medicines and prescription only medicines are obtained on the authorisation of the licensee. These medicines are the responsibility of the licensee. Other staff are not authorised to order and receive the medicines.
- If a licensee wishes to destroy expired or unwanted controlled medicines, the destruction must be witnessed by a prescribed person under Regulation 545. Both participants in the destruction must sign the controlled medicines register.
- Records of all dealings in controlled medicines must be retained in a readily retrievable form for 2 years. These should show the true and accurate balance remaining after each dealing and be in a form that cannot be altered without detection. Loose-leaf books are not recommended.
- A separate record is required for each first-aid kit.
- Controlled medicines registers and other recording and storage arrangements may be the subject of inspections under the Act.

Matters to be reported

ACT Health must be notified when:

- Controlled medicines are lost.
- Controlled medicines are stolen. The theft must also be reported to a police officer.

It is recommended that the loss or theft of controlled medicines records be reported to ACT Health.

Accessibility

If you have difficulty reading a standard printed document and would like an alternative format, please phone 13 22 81.



If English is not your first language and you need the Translating and Interpreting Service (TIS), please call 13 14 50.

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