

POISONS CONTROL INFORMATION SHEET

GENERAL MEDICAL KITS

No. 310

Obtaining Supplies

To obtain supplies from a pharmacy or registered wholesaler. You must provide your supplier with a **written and signed order**, and must show **your authorisation** and a **copy of your drug imprest list** to the supplier.

Use of Drugs from the Medical Kit

Authorised persons are entitled to hold the drugs specified in the authorisation, or in the schedule in the authorisation. The quantities are limited to the maximum stated in the authorisation.

The authorised person is legally responsible for the safe storage, maintenance and correct use of the medical kit. Medical kit items may be issued by the authorised person to a person whose medical condition requires its administration.

Items which are **not** Schedule 4 or Schedule 8 medication, for example Panadol, Ventolin inhalers may be used at the discretion of the authorised person according to the protocol provided.

Before using Schedule 4 (prescription only) and Schedule 8 (controlled drug) medication, for example paracetamol 500mg and codeine 30mg (Panadeine Forte), all injections, antibiotics, some eardrops, eye ointments etc **the authorised person or his/her deputy must first talk to a doctor**. This can be the District Medical Officer in your area. The contact number of your supervising doctor or the nearest health centre should be easily accessible.

If medical advice is not available and the patient's medical condition requires it, administer the required Schedule 4 or Schedule 8 medication to treat the patient. Then, as soon as practicable after administration of the medication, report in writing (either by fax or post) to the **supervising doctor** or Senior District Medical Officer the following details:

- (a) time and date of administration
- (b) name of drug and quantity administered
- (c) name of patient
- (d) name of person authorising treatment
- (e) name and signature of person administering the substance

Records

In addition to the above requirements, Section 49 of the Act requires that a register is kept, showing details of use of all Schedule 4 and Schedule 8 medication. The register can be a simple exercise/note book and should show the date and time of administration of the medication, name of the patient, the medication given, the amount used, the name of the doctor who was contacted for medical advice, and the authorised person's signature.

For example:

Date	Time	Patient's name	Medication given	Amount	Doctor	Signature

Please note that these records must be kept for a minimum of 2 years. They must be provided on request to Poisons Control Inspectors.

Schedule 4 and Schedule 8 Drugs

If you are not sure which, if any, drug is a Schedule 4 or Schedule 8 in your medical kit, please contact Poisons Control for advice.

Storage of Medical Kits

The medical kit should be stored in a secure, safe but readily accessible location and should not be subjected to extremes of temperature. Optimum storage conditions would be between 10C and 25C.

All Schedule 4 medication must be stored in an area to which unauthorised persons do not have access. Schedule 8 medication (eg morphine injection) must be stored in a locked cabinet or safe.

Validity of the Authorisation

An authorisation to possess poisons in a medical kit is valid for 1 year when the application is first made and then for 2 years for subsequent renewals. Please note the expiry date on your authorisation. An application for renewal will be sent to the authorised person approximately 1 month before the authorisation is due to expires.

For further details please contact:

Poison Control

Phone: (08) 8922 7341

Fax: (08) 8922 7200