

SCHEDULE 8, 9 AND PENTABARBITONE SODIUM COMPLIANCE CHECKLIST



This checklist is to be used for monitoring compliance with the Scheduled drugs and poisons guidelines.

LOCATION AND DATE

LOCATION:

DATE:

NAME OF PERSON/S COMPLETING CHECKLIST

NAME:

SIGNATURE:

NAME:

SIGNATURE:

NAME:

SIGNATURE:

AUTHORITY FOR DRUGS

YES NO

Possession and use of S8 drugs for research or teaching is undertaken with written authority from the PSU.

The School maintains a list of all persons who are authorised by the PSU (i.e. Authorised Personnel), and all those working with S8 drugs under their authority.

TRAINING

YES NO

Authorised Personnel have been advised in writing of the conditions of the authority and requirements.

Personnel working with S8 drugs have been instructed in the requirements for control of S8 drugs and are deemed competent.

STORAGE AND DISPOSAL OF DRUGS

YES NO

S8 drugs are stored in a drug safe, securely attached to a part of the premises and kept securely locked when not in immediate use.

S8 drugs are not wilfully destroyed except under the direct supervision of the PSU or Police.

SECURITY AND REPORTING OF LOSS/THEFT

YES NO

Any suspected or actual loss or destruction of a drugs register is immediately reported to the Head of School/Unit for investigation. An inventory is conducted and recorded.

DRUG REGISTER

YES NO

The drugs register is of the correct format (i.e. bound book, pages numbered, sufficient space for details).

A separate page of the drugs register is used for each S8 drug, and for each form and strength of the drug.

The name of the person responsible for maintaining a drugs register is recorded on the register.

Entries are made in the drugs register by the person who receives, administers or uses a drug.

A mistake in any entry in a drug register is corrected by making a marginal note or footnote and by initialing and dating it.

Drugs registers are kept for at least 2 years, from the last date on which:

- any entry was made in the register; or
- any S8 drug was received, administered or used.

INVENTORY

YES NO

An accurate inventory of S8 drugs is conducted twice a year (recommended in March and September of each year.)

An inventory must also be made if a person assumes control of a drugs store for one month or more and if a drugs register is lost or destroyed.

The register is endorsed immediately under the last entry for each S8 drug, with the quantity of each drug actually held and the date on which the inventory was made;

ACTIONS REQUIRED

List all actions to be completed , by whom and when they should be completed by

Actions to be completed	By whom	Date to be completed by
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