

# WHS-PRO-011 Drugs and Poisons Procedure

## Appendix 1 – Procedures for Purchasing of all Schedules of Drugs / Poisons

Schedule	Description	External Permit Required	Ethics Approval Required	Purchasing Approval Required	Purchase Requisition Attachments	Use Code	Supplier Requirements	Cred Card Allowed / Purchase Order
S2	Pharmacy Medicine	No					Purchase Order with a copy of the VC's Delegation of Authority	Yes, if purchased in quantities that the general public can obtain over the counter. Blanket Purchase Order permitted.
S3	Pharmacist Only Medicine	No			Prescription if obtained for therapeutic use.		OR Prescription if obtained for therapeutic use	
S4	Prescription Only Medicine or Prescription Animal Remedy	<p>No Qld Health approval required for general S4 ("regulated").</p> <p>Yes to obtain, store and use required from QLD Health for S4  <a href="https://www.health.qld.gov.au/_data/assets/pdf_file/0024/1111668/ga-university-application.pdf">https://www.health.qld.gov.au/_data/assets/pdf_file/0024/1111668/ga-university-application.pdf</a></p> <p>To ascertain whether an S4 substance is regulated and restricted, refer to the MSDS for the substance, or the 'The Standard for the Uniform Scheduling of Medicines and Poisons'  <a href="https://www.tga.gov.au/publication/poisons-standard-susmp">https://www.tga.gov.au/publication/poisons-standard-susmp</a></p>	<p>Ethics approval is required if the substance is for a research or non-therapeutic teaching purposes that involves any form of animal or human participation.</p> <p>If used by an endorsed professional for the substances. Intended therapeutic use, ethics approval is not required.</p>	The request is sent to an Authorised Officer listed in Vice Chancellor's Delegation of Authority, for approval.	<p>"Regulated and restricted S4", approval from Qld Health.</p> <p>Human or Animal Ethics approval if administered to animals or humans, other than under therapeutic practices</p>	<p>Use code <b>8436</b> and state the drug schedule for the specific purchase in the comments with purchase requisition procedure</p>	<p>OR</p> <p>Purchase order from Registered Professional endorsed with detail of:</p> <p>Name, Work Address, registration, and signature of the person.</p> <p>"Regulated Restricted S4" Purchase order with copy of Qld Health Approval to obtain use and store</p>	No Credit Card, Purchase Order only.

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S5	Caution (available to the public)	No	Ethics approval is required if the substance for a research or non-therapeutic teaching purpose that involves any form of animal or human participation. If used by an endorsed professional for the substance. Intended therapeutic use, ethics approval is not required.	No	None	No specific attachments. May require entry as hazardous chemical see WHS20-Hazardous Chemical Standard. Use code <b>8432</b> with purchase requisition procedure	None	Yes  Blanket Purchase Order Permitted
S6	Poison (available to the public)	No		No	None	No specific attachments. May require entry as hazardous chemical. See WHS20-Hazardous Chemical Standard. Use code <b>8432</b> with purchase requisition procedure	None	Yes  Blanket Purchase Order Permitted

Schedule	Description	External Permit Required	Ethics Approval Required	Purchasing Approval Required	Purchase Requisition Attachments	Use Code	Supplier Requirements	Cred Card Allowed / Purchase Order
S7	Dangerous Poison	Appendix 7 of the Health (Drugs and Poisons) Regulation	Ethics approval is required if the substance is for a	The College Manager or Manager or Dean or Head	Copy of the approval from the Chief	Schedule 7 that Require Qld Health	Purchase order with a copy of the	No, Purchase Order Only

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<p>(That Require Qld Health Approval)</p>		<p>1996 (QLD) lists the S7 Poisons that require an approval, and those exempted under particular circumstances.</p> <p>Application to the Chief Executive of QLD Health to be by form HDPR96 (Application to the Chief Executive for an approval for research or teaching purposes at a University). JCU requires that before applying:</p> <p>1. Obtain approval from Director Operations/College Manager/Dean/Head Discipline; 2. Ensure storage requirements in place; 3. Prepare risk assessment and safe operating procedure where use is not consistent with intended therapeutic use; 4. Arrange record keeping; 5. Obtain relevant ethics approvals if being administered to humans or animals.</p> <p>Cyanide or Strychnine "Poisons Permit" required if used for purposes other than Research, such as a baiting program.</p>	<p>research or non-therapeutic teaching purpose that involves any form of animal or human participation. Ethics applications for S7/S8/S9 substances can be submitted with the application to Qld Health for approval to obtain, use and store.</p>	<p>of Discipline to approve before order is placed. Purchase order to be approved by Drugs Officer if the drug/poison is listed on their approval from Qld Health.</p>	<p>Executive of the Department of Health to obtain, use and store. Prescription if obtained for therapeutic use. Human or Animal Ethics approval if administered to animals or humans, other than under therapeutic practices. Copy of Poisons Permit for Strychnine or Cyanide used for non-research activities.</p> <p>Qld Health Approval required in all instances for:</p> <ul style="list-style-type: none"> <li>• azocyclotin</li> <li>• cyhexatin</li> <li>• demeton</li> <li>• 4,4 diaminodiphenylmethane (methyl dianiline)</li> <li>• dimetilan</li> <li>• ethylene dibromide</li> <li>• hydrocyanic acid and cyanide</li> <li>• 4,4'-methylenebis [2-chloroaniline]</li> <li>• mirex</li> <li>• phosphides, metallic</li> <li>• strychnine</li> <li>• S,S,S-tributylphosphorotriothioat</li> </ul>	<p>Approval: Use code <b>8437</b> and state the drug schedule in the comments with purchase requisition procedure</p> <p>OR</p> <p>Schedule 7 poisons exempted, or not listed in Appendix 7 of the <i>Health (Drugs and Poisons) Regulation 1996 (QLD)</i>: Use code <b>8432</b>.</p>	<p>Drugs Officer's approval from Qld Health</p> <p>OR</p> <p>Purchase order with a copy of the person's approval from Qld Health to obtain, use and store. If used for research</p> <p>OR</p> <p>Purchase order with a copy of a poisons permit if not used for research (eg baiting)</p> <p>OR</p> <p>Prescription if obtained for therapeutic use.</p>	
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<b>S8</b>	<b>Controlled Drug</b>	<p>A valid approval to obtain, use and store from the Chief Executive of the Department of Health is required if the person is not specifically endorsed under the Health (Drugs and Poisons) Regulation 1996 to obtain, store and use the substance.</p> <p>Application to the Chief Executive of QLD Health to be by HDPR96 (Application to the Chief Executive for an approval for research or teaching purposes at a University).</p> <p>JCU requires that before applying: 1. obtain approval from Director Operations/College Manager/Dean/Head Discipline; 2. Ensure storage requirements in place; 3. Prepare risk assessment and safe operating procedure where use is not consistent with intended therapeutic use; 4. Arrange record keeping; 5. Obtain relevant ethics approvals if being administered to humans or animals.</p>	<p>Ethics approval is required if the substance is for a research or non-therapeutic teaching purpose that involves any form of animal or human participation. Ethics applications for S7/S8/S9 substances can be submitted with the application to Qld Health for approval to obtain, use and store.</p>	<p>The College Manager or Manager or Dean or Head of Discipline to approve before order is placed.</p> <p>Purchase order to be approved by Drugs Officer if the drug/poison is listed on their approval from Qld Health.</p>	<p>Copy of the approval from the Chief Executive of the Department of Health to obtain, use and store.</p> <p>Prescription if obtained for therapeutic use.</p> <p>Human or Animal Ethics approval if administered to animals or humans, other than under therapeutic practices</p>	<p>Use code <b>8437</b> and state the drug schedule in the comments with purchase requisition procedure</p>	<p>Purchase order with a copy of the Drugs Officer's approval from Qld Health</p> <p>OR</p> <p>Purchase order with a copy of the person's approval from Qld Health to obtain, use and store. If used for research.</p> <p>OR</p> <p>Purchase order from Registered Professional endorsed with detail of:</p> <p>Name, Work Address, registration, and signature of the person.</p>	No, Purchase Order Only
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S9	<b>Prohibited Substance</b>	<p>A valid approval to obtain, use and store from the Chief Executive of the Department of Health is required.</p> <p>Application to the Chief Executive of QLD Health to be by HDPR96 (Application to the Chief Executive for an approval for research or teaching purposes at a University).</p> <p>JCU requires that before applying: 1. obtain approval from Director Operations/College Manager/Dean/Head Discipline; 2. Ensure storage requirements in place; 3. Prepare risk assessment and safe operating procedure. 4. Arrange record keeping; 5. Obtain relevant ethics approvals if being administered to humans or animals.</p>	<p>Ethics approval is required if the substance is for a research or non-therapeutic teaching purpose that involves any form of animal or human participation.</p> <p>Ethics applications for S7/S8/S9 substances can be submitted with the application to Qld Health for approval to obtain, use and store.</p>	<p>The College Manager or Manager or Dean or Head of Discipline to approve before order is placed.</p> <p>Purchase order to be approved by Drugs Officer if the drug/poison is listed on their approval from Qld Health.</p>	<p>Approval from College Manager/Manager/Dean/ Head</p> <p>Copy of the approval from the Chief Executive of the Department of Health to obtain, use and store.</p>	<p>Use code <b>8437</b> and state the drug schedule in the comments with purchase requisition procedure</p>	<p>Purchase order with a copy of the person's approval from Qld Health to obtain</p>	<p>No, Purchase Order Only</p>
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