

Faculty of Science & Health

Scheduled 8 Drugs Checklist

Facility	Date / Time
Facility Manager	School / Clinic / Research Centre

Authority for S8 drugs	Yes	No	Comments Action
Written Permission for use of S8 drugs granted by PSB is sighted			
School /Centre maintains a list of persons who are authorised by PSB, and all those working with S8 under their authority.			
School list is forwarded to Faculty Office			
Information, Training and Supervision			
Authorised Manager has been advised in writing of the conditions and requirements by Executive Dean			
Persons working with S8 drugs have been briefed in the requirements for control and are deemed competent.			
Safe Work Procedures and risk assessments for the drugs have been documented			
Storage and disposal of S8 drugs			
Stored apart from all other goods (other than cash and documents), in a locked safe or cupboard that is securely attached to the building.			
The room is locked when not in use.			
S8 drugs are not wilfully destroyed except under PSB supervision or that of the police.			
Drugs Register			
Specific S8 drug register kept at drug location			
The person responsible for the register is recorded on the register			
Drug register is of the correct format			
Entries in register are correct as per procedure			
Any mistakes are corrected as per procedure			
Drug register is kept for 2 years after last entry was made or any S8 drug received administered or used.			
Inventory of S8 drugs			
Accurately done in March and September of each year			
Security and Reporting of Loss or theft			
Any suspected or actual loss or theft is reported to the Head of School and CSU WHS			

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Details of persons completing the checklist

Staff Name:	Signature:
Staff Name:	Signature:

Copies of this report are to be sent to:

Head of School / Director of staff using the S8 Drugs Name:	Date
Division of Security Safety and Wellbeing	Date
Faculty Executive Officer Name	Date
Facility Manager Name	Date