

Strategic Objective:

1. Excellence in Service Delivery



POLICY : 1.2 Client Safety & Wellbeing

PROCEDURE: 1.2.2 Poisons Control Procedure

Approval By:	Manager Residential Services	Approval Date:	10.07.2014
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Purpose QEC is a registered hospital and must have processes in place to ensure that medication and poisons are prescribed, stored, administered and disposed of in accordance with the Drug, Poisons and Controlled Substances Act, 1981. This legislation requires the responsible handling of drugs and poisons to prevent misuse and the abuse of drugs of addiction. QEC is required to have a current Poisons Control Plan permit to obtain scheduled poisons for the provision of health services. The QEC Director of Nursing is the responsible person who applies for the permit so that QEC can provide medication to clients in a safe and controlled manner.

Target Audience Director of Nursing, Medical Officer, Registered Nurses and all clinical staff

Definitions

Drugs of Addiction-The illicit use of a substance as drug **abuse**; this includes the nonmedical use of prescription **drugs**. Addiction is defined as the chronic, relapsing disease characterized by compulsive drug seeking and use despite harmful consequences as well as neurochemical and molecular changes in the brain.

Poison or Controlled substance—Drugs and poisons controlled under the *Drugs, Poisons and Controlled Substances Act 1981* and the *Drugs, Poisons and Controlled Substances Regulations* are defined under the Act as being in the Poisons Code or in the Commonwealth Standard (Standard for the Uniform Scheduling of Drugs and Poisons, Schedule 2,3,4,5,6,7,8 and 9 Poisons). Only these defined substances are controlled. They include:

- prescription medicines
- pharmacy-only medicines
- drugs of dependence
- many household, industrial and agricultural chemicals.

Poison Control Plan Permit- The Department of Health encourages the proper use of drugs and poisons and a permit is required to obtain, store and administer schedule 2,3,4,,8 and 9 and schedule 7 poisons.

Division 1 Registered Nurse- A nurse who has completed Division 1 training and holds a current AHPRA practicing certificate.

Procedure

- The Director of Nursing applies for a Poison Control Plan Certificate from the Department of Health on an annual basis.
- The certificate is on view in the Residential Unit and a copy kept in the central file.
- The certificate must be reapplied for if the DON leaves QEC

1.2.2 Poisons Control Procedure

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employment.

- The DON ensures that registered nurses adhere to the medication management policy.
- Division 1 Registered Nurses keeps a true and accurate balance of schedule 8 and 9 poisons by completing the DDA Administration book at the commencement of duty and the completion of duty. This is checked by two Grade 1 Registered nurses. Names must be clearly legible.
- Any discrepancy must be reported to, and investigated by Manager Residential services and DON and a Riskman Incident completed.
- Records of transactions of Schedule 4, 8 and 9 poisons must be held for 3 years.
- Schedule 4,8 and 9 poisons must remain in their own packages and not be tampered with or placed in other packs.
- If a schedule 4, 8 or 9 poison is administered but not given to the client, it must be destroyed by a registered nurse and witnessed by another staff member and documented in the DDA Administration book.
- If a client is discharged and does not take their prescribed and named schedule 4, 8 and 9 medication it must be returned to the pharmacy.
- The drug cupboard and fridge keys are held at all times by a Division 1 Registered Nurse at all times.

Related Links

- 1.2.4 Medication Management
- 1.2.7 Safe Storage of Drug Keys

PLEASE PLACE A 'Y' IN THE BLANK COLUMN relating to the applicable standards below:-
e.g.

1.0	1.1	Understanding Rights & Responsibilities	Y
Empowerment	1.2	Exercising Rights & Responsibilities	

DHS STANDARDS Listing

1.0 Empowerment	1.1	Understanding Rights & Responsibilities	
	1.2	Exercising Rights & Responsibilities	
2.0 Access & Engagement	2.1	Services Are clear	
	2.2	Services are delivered	
	2.3	Access to Services	
3.0 Wellbeing	3.1	Services Adoption	
	3.2	Services Participation	
	3.3	Goals Documented & Implemented	
	3.4	Reviews, Evaluations & updates	
	3.5	Delivery is in Safe Environment	Y
4.0 Participation	4.1	Choice & Control of Service Delivery	
	4.2	Community Participation	

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	4.3	Maintaining Connections with Family & Friends	
	4.4	Strengthen Culture Connection - Aboriginal/Torres	
	4.5	Strengthen Cultural, Spiritual & Language	
	4.6	Life Skills - Develop Sustain Strengthen	

ISO 9001:2008 Listing

4.0 Quality Management System	4.1	General	
	4.2.1	Doc Requirements General	
	4.2.2	Doc Requirements Quality Manual	
	4.2.3	Doc Requirements Control of Docs	
	4.2.4	Doc Requirements Control of records	
5.0 Management Responsibility	5.1	Management Responsibility	Y
	5.2	Customer Focus	
	5.3	Quality Policy	
	5.4	Planning Inc 5.4.1-5.4.2	
	5.5.1	Responsibility & Authority	
	5.5.2	Management Representative	
	5.5.3	Internal Communication	
6.0 Resource Management	6.1	Provision of resources	
	6.2	Human resources	
	6.3	Infrastructure	
	6.4	Work Environment	
7.0 Product Realization	7.1	Planning of Product Realisation	
	7.2	Customer-related Processes	
	7.3	Design & development	
	7.4	Purchasing	
	7.5	Production and service provision	
	7.6	Control of monitoring & measuring devices	
8.0 Measurement, Analysis & Improvement	8.1	Measurement Analysis & Improvement	
	8.2	Monitoring & Measurement	
	8.3	Control of non- conforming Product	
	8.4	Analysis of Data	
	8.5	Improvement	

Other Key Legislation, Acts and Standards

Drugs & Poisons Regulation Group,
 Drugs & Poisons Regulation,
 Mental Health, Drugs and Regions,
 Department of Health
Drugs, Poisons and Controlled Substances Act 1981 and the *Drugs, Poisons and Controlled Substances Regulations 2006* (available on the Victorian Legislation and Parliamentary Documents website)

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Key words Drugs of addiction, medication, Poisons, Poisons control, poisons permit plan, DDA Administration

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