



Documentation and policies required by the *Medicines Handling Policy*

The [MP 0139/20 Medicines Handling Policy](#) and the related document, [Risk based requirements for medicines handling](#), require Health Service Providers (HSP) to develop policies about a number of aspects of the handling of medicines. HSP may determine written procedures are required in addition to overarching policies. There are also some requirements for HSP to document various risk assessments and executive level approvals. These are summarised below as an aid to HSP managing the compliance audit requirements detailed in the *Medicines Handling Policy*.

Documentation

Description	Section of Policy or related document (MHP or Risk-based requirements ¹)
Reasons scheduled medicines are purchased other than through Pharmacy Department and Health Service Permit holder approval	3.3.1 MHP, 4 Risk-based requirements
Risk assessment for alternative S4R storage	5.2 Risk-based requirements
Executive level approval of alternative S4R storage	5.2 Risk-based requirements
Risk assessment for alternative record keeping for S4R	9.1 Risk-based requirements
Executive level approval of alternative S4R record keeping	9.1 Risk-based requirements
Risk assessment for alternative record keeping method for S8 discards	10. Risk-based requirements
Executive level approval of alternative record keeping method for S8 discards	3.4.7 MHP, 10. Risk-based requirements
Current Health Service Permit covering each public health service facility	3.3.1 MHP
Risk assessment and submission for alternative S8 storage (if applicable)	3.4.3.2 MHP

Policies

General area of handling	Topic	Section of Policy or related document (MHP or Risk-based requirements)
Administration ²	Classes of health professionals	3.3.5 MHP
Administration	Management of emergency directions	3.3.5 MHP
Administration	Schedule 8 medicines	3.4.6 MHP, 7.2 Risk-based requirements
Administration	Self-administration by patient	3.3.5 MHP, 7.1 Risk based requirements

¹ MHP = Medicines Handling Policy, Risk-based requirements = related document, Risk based requirements for medicines handling

² Administration = administration of doses of medicines to patients

General area of handling	Topic	Section of Policy or related document (MHP or Risk-based requirements)
Administration and supply	SASAs – issuing by public health service facility	3.3.6 MHP
Dispensing and supply	Supply to patients other than by dispensing in Pharmacy Department	3.3.7 MHP, 8.1 Risk-based requirements
Disposal	Medicines no longer in use	3.3.8 MHP
Disposal	S4R and S8 medicines	3.4.7 MHP, 10 Risk-based requirements
Distribution	General	3.3.2 MHP
Distribution	Outside usual pharmacy operating hours	6.1 Risk-based requirements
Distribution	S4R and S8	3.4.2 MHP, 6.2 Risk-based requirements
Other	Access to the Pharmacy Department	3.5.1 MHP, 5.5 Risk-based requirements
Other	Medicines handling by health practitioner students	3.5.4 MHP, 15 Risk-based requirements
Other	Prescription stationery	3.5.2 MHP
Prescribing	Limits on prescribing (if applicable)	3.3.4 MHP
Prescribing	Telehealth: dispatch of covering prescriptions	3.3.4 MHP
Purchasing	Through Pharmacy Department	3.3.1 MHP
Record keeping	Archiving of Schedule 8 Registers	3.4.5.1 MHP, 9.2 Risk-based requirements
Record keeping	Archiving records of S4R transactions	3.4.5.2 MHP, 9.1 Risk-based requirements
Record keeping	Distribution of Schedule 8 Registers	3.4.5.1 MHP, 9.2 Risk-based requirements
Record keeping	Inventories of S4R and S8 medicines	3.4.5.3 MHP, 9.1 Risk-based requirements, 9.3 Risk-based requirements, 9.4 Risk-based requirements
Record keeping	Registers or software for recording S4R transactions	9.1 Risk-based requirements
Storage	Access by staff	3.3.3 MHP, 5.1 Risk-based requirements
Storage	Access by staff to S4R and S8	3.4.4 MHP, 5.4 Risk-based requirements
Storage	After-hours access to S8 storage within Pharmacy Department	3.4.4.1 MHP, 5.6 Risk-based requirements
Storage	Attributes of storage locations	5 Risk-based requirements
Storage	For medical emergencies	5.3 Risk-based requirements
Storage	Nitrous oxide	5.7 Risk-based requirements
Various	Cannabis based medicines	3.4.10 MHP, 12 Risk-based requirements
Various	Health practitioner initiated non-prescription medicines	3.5.3 MHP

General area of handling	Topic	Section of Policy or related document (MHP or Risk-based requirements)
Various	Opioid detoxification	3.4.12 MHP, 14 Risk-based requirements
Various	Opioid pharmacotherapy	3.4.11 MHP, 13 Risk-based requirements
Various	Patient's own medicines	3.4.9 MHP, 5.8 Risk-based requirements
Various	S4R and S8 oral liquid medicines	3.4.8 MHP, 11 Risk-based requirements

This document can be made available in alternative formats on request for a person with disability.

© Department of Health 2020

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.