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# PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA

(A.B.N. 75 635 660 854)

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## Communiqué

28 July 2016

### Standard Operating Procedures for the Safe Storage of Scheduled Medicines

The Pharmacy Registration Board of Western Australia refers you to its Guidelines for the Safe Storage of Scheduled Medicines.

<http://www.pharmacyboardwa.com.au/uploads/Main/GuidelinesforSafeStorageSchMeds.pdf>

The Board has reviewed the Guidelines because current trends indicate that pharmacies commonly have more than one pharmacist on duty and routinely use counselling rooms for provision of professional services. Previously the Board often required monitoring devices if the Pharmacist(s) on Duty was not able to physically oversee the professional services area from all areas of the dispensary, including the dispensary sink. However, with these changes in practices, the Board considers Standard Operating Procedures (SOPs) may in many cases be adequate.

As part of its processes in reviewing applications for new premises and significant alterations to, or relocations of existing premises, the Board now requires all applicants to provide the Board with their summary of the SOPs to ensure public access to Schedule 2 (Pharmacy only Medicines) and Schedule 3 (Pharmacist Only Medicines) is restricted and the provision of such medicines is appropriately supervised.

In the interest of public safety, the Board has adopted the requirements for the storage of Schedule 2 and Schedule 3 medicines in pharmacies as set out in the *Poisons Regulations 1965* to determine what it considers to be **safe** storage of these scheduled medicines.

***Regulation 35. Restrictions on retail sale of substances included in Schedule 2***

*A substance included in Schedule 2 shall not be stored for retail sale in any area or in any manner that allows physical access to that substance by any person other than:*

- (a) the owner of the business carried on; or*
- (b) a person employed,*

*on the premises where it is stored.*

***Regulation 35B. Storage of substances included in Schedule 3***

*A substance included in Schedule 3 shall not be stored in a pharmacy in any area or in any manner that allows physical access to that substance by any person other than a person who is a member of the staff of the pharmacy.*

In the opinion of the Board, the intent of these regulations is to prevent the public from being able to directly access Schedule 2 and Schedule 3 medicines.

When SOPs are provided to the Board, applicants should ensure that documents provided address all issues regarding safe storage and safe provision of these Scheduled Medicines, including:

- The procedures in place ensure that any substance included in Schedule 2 and Schedule 3 is stored for supply in an area where:
  - Scheduled Medicines are stored within sight, hearing and/or supervision of the pharmacist (or other appropriately qualified staff member) as much as is possible during their daily work patterns, taking into account the physical layout of the dispensary and professional service area; and
  - consumers do not have direct access to and are unable to self-select these medicines.
  
- The Pharmacist on Duty or at least one pharmacist shall, where reasonable, ensure they remain located in an area in the pharmacy that allows for the direct supervision of the supply of Schedule 3 medications, and if not the procedures ensure supply is only undertaken under the direct supervision of a pharmacist.
  
- On occasions where the pharmacist is not available, the process for a non-pharmacist staff to follow must include
  - A statement denoting the qualifications and training of staff; and
  - How the professional services area will be under constant supervision.
  
- The pharmacist has direct involvement with the consumer for the sale or supply of any Schedule 3 medicine.

**John Harvey**  
Presiding Member