

Return or Disposal of Unwanted or Expired S8 and RS4 Medicines PHC Information Sheet

[Schedule 8 \(S8\) Medicines](#) are supplied from Regional Hospital Pharmacies unless otherwise authorised by a variation of the S100 contract. [Restricted Schedule 4 \(RS4\) Medicines](#) are obtained from both [S100 contracted](#) and [Hospital Pharmacies](#). Regardless of the supplying pharmacy (S100 or Hospital) or whether the medicines are supplied for general health centre stock or stock from client prescriptions, there are two options for managing unwanted or expired S8 / RS 4 stock.

1. Dispose of S8 / RS4 Medicines at the Health Centre

The preferred practice for remote health centres is for unwanted or expired stock to be disposed of on site. Primary Health Care (PHC) Remote requires that on site disposal is witnessed by one of the following persons:

- senior PHC health professionals who are authorised under the [Medicines, Poisons and Therapeutic Goods Act](#) to possess S8 / RS4 Medicines (eg Medical Officer, Pharmacist, Registered Nurse, Registered Midwife or Aboriginal and Torres Strait Islander Health Practitioner) and is **external** to usual health centre staff. These include but are not limited to: a visiting PHCM, District Manager, Health Profession Manager or support Health Practitioners (eg Nursing Coordinators, Quality & Safety staff, etc).
- a visiting medical officer
- a registered pharmacist
- an authorised officer (formerly a Poisons Inspector).

This is in accordance with legislated practice under the [Medicines, Poisons and Therapeutic Goods Regulations](#) Section 19, but imposes PHC Remote specific policy.

The staff member disposing of the S8 / RS4 Medicine/s must record the disposal in the S8 & RS4 Drug Register, sign the record and ensure the witness also signs the record.

Small amounts of unwanted / expired S8 / RS4 Medicine must be discarded into the RUM bin in accordance with the directions below:

- ampoule (≤ 5) opened, solution discarded into the RUM bin and ampoule discarded into the sharps container
- tablets / capsules / sachets (≤ 28) are to be opened and medicine crushed prior to disposal
Note: Slow Release tablets and tamper resistant products such as OxyContin[®] SR, Jornista[®] CR and Concerta[®] are crush resistant and must be returned to the Pharmacy for destruction.
- patches (≤ 5) are to be applied to paper before cutting into 1cm pieces and discarded
- small volumes (≤ 20 ml) of oral liquid may be discarded directly into the RUM bin. Rinse empty bottle and discard in a rubbish bin.
- other dose forms - obtain advice from the PHC Pharmacist

2. Return of S8 / RS4 Medicines to a Regional Hospital Pharmacy for Disposal

Larger volumes of stock / Slow Release Products / others requiring disposal, must be returned to the regional Hospital Pharmacy for destruction.

Note: Regional Hospital Pharmacies have agreed to dispose of S100 & non-S100 S8 / RS4 Medicines.

To return S8 / RS4 Medicines to the Regional Hospital Pharmacy, staff should:

- obtain a copy of the [S8 & RS4 Delivery Notification Form](#) (Delivery Notification Form)
- select a Tamper Evident Bag and record the bag's unique identifier number on the Delivery Notification Form
- complete the label on the Tamper Evident Bag and the 'tear off' receipt
- with another registered health professional, check the quantities of S8/RS4 Medicines to be returned and complete the Delivery Notification Form
- email or fax the completed Delivery Notification Form to the hospital pharmacy AND make a copy of the form to be included in the delivery
- enclose the S8/RS4 medicines for return and the Delivery Notification Form copy in the Tamper Evident Bag ensuring that the bag does not contain any other goods
- seal the Tamper Evident Bag following the instructions on the bag and staple the 'tear off' receipt to the original of the Delivery Notification Form
- place the Tamper Evident Bag into additional opaque packaging addressed to the person authorised to receive it for delivery. No indication that it contains a S8 or RS4 Medicine is to be on this outer package.
- file the Delivery Notification Form in the S8 & RS4 Drug Register until acknowledgement of receipt of delivery from the Hospital Pharmacy
- attach the acknowledgment of receipt to the Delivery Notification Form and file in the pharmacy manual for two years.
- see Code of Practice – Schedule 8 Substances: [Volume 2 - Storage & Transportation](#) for specific requirements per method of transportation. It is important that S8 / RS4 medicines being returned to the Regional Hospital Pharmacy should be able to be tracked during transportation. For this reason internal mail must not be utilised for returning S8 / RS4 medicines. The recommended practice is to return S8 / RS4 Medicines with a courier (DoH employee / official freight service).