

Implementing the New Ward Register of Drugs of Addiction

NSW Ministry of Health

November 2015

(With thanks to Catherine Lothian CNE, Central Coast LHD)

Background

In September 2015 the Ward Drug Register was improved in design.

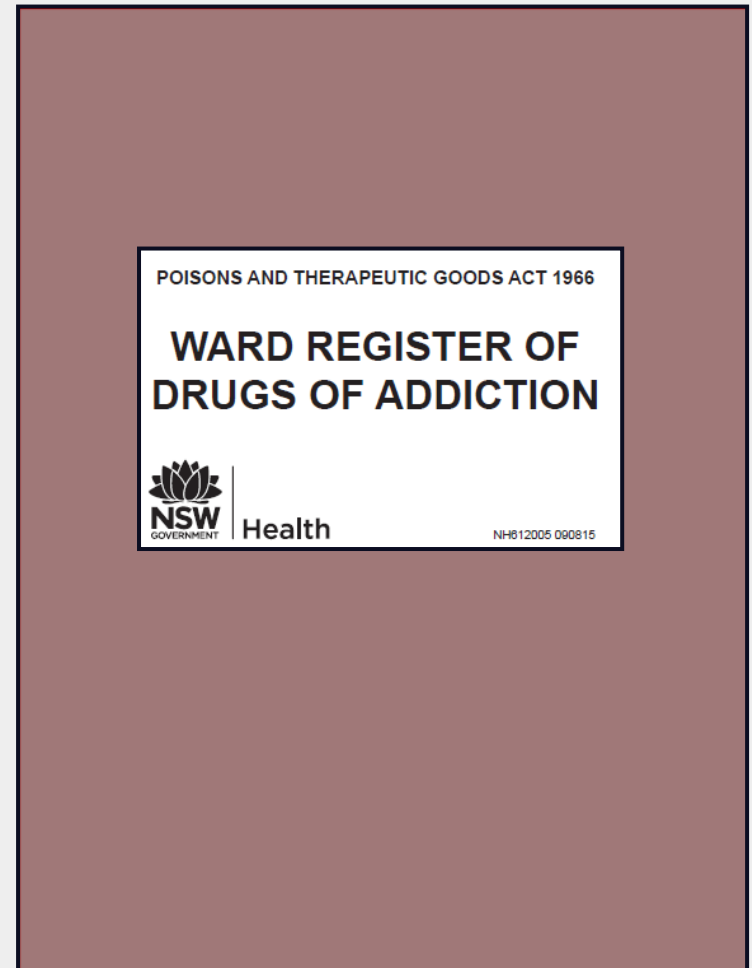
The Ward Drug Register must be used to record the receipt, administration and supply of Schedule 8 medication (drugs of addition) with a witness in health facility patient care areas (wards/clinic/units) under the NSW Poisons and Therapeutic Goods legislative requirements.

The Ward Drug Register, product number NH612005, is available from Stream Solutions (email orders to: streamnsw_sales@stream.net.au).

Ward Drug Register Cover

The cover has been updated with the NSW Health logo.

The major changes to the Ward Drug Register are inside.



Inside the Cover

Read the first 3 pages carefully to understand how you must use the Ward Drug Register.

For use at health facilities where a witness, supervisor or person directing the supply is required to sign the drug register in patient care areas such as wards, clinics and procedural units

Explanatory notes:

1. Printing the name of the administering/supplying person and witnessing/supervising/directing person adds clarity to the person's identity and although not required under Regulation is Ministry policy.
2. With the last entry on the page the administering/supplying person must transfer the balance on hand to a blank drug register page with the witnessing/supervising/directing person. Both must print their name and sign on the new page.

POISONS AND THERAPEUTIC GOODS REGULATION 2008

111 Drug registers to be kept

- (3) A person who has possession of drugs of addiction at any place must keep a separate register (a **drug register**) at that place.
- (4) A drug register is to be in the form of a book:
 - (a) that contains consecutively numbered pages, and
 - (b) that is so bound that the pages cannot be removed or replaced without trace, and
 - (c) that contains provision on each page for the inclusion of the particulars required to be entered in the book.
- (5) Separate pages of the register must be used for each drug of addiction, and for each form and strength of the drug.
- (6) The Director-General may from time to time approve the keeping of a drug register in any other form.

Maximum penalty: 20 penalty units.

116 Ward registers to be kept

- (1) The nurse or midwife in charge of a hospital ward must keep a register of drugs of addiction (a **ward register**) in that ward.
- (2) A ward register is to be in the form of a book:
 - (a) that contains consecutively numbered pages, and
 - (b) that is so bound that the pages cannot be removed or replaced without trace, and
 - (c) that contains provision on each page for the inclusion of the particulars required to be entered in the book.
- (3) Separate pages of the register must be used for each drug of addiction, and for each form and strength of the drug.
- (4) The Director-General may from time to time approve the keeping of a ward register in any other form.

Maximum penalty: 20 penalty units

117 Entries in ward registers

- (1) On the day on which a person receives, supplies or administers a drug of addiction in any ward, the person must enter in the ward register such of the following details as are relevant to the transaction:
 - (a) the quantity of the drug received, supplied or administered,
 - (b) the time of day when the drug was received, supplied or administered,
 - (c) in the case of a drug that is supplied or administered to a patient:
 - (i) the name of the patient to whom the drug was supplied or administered, and
 - (ii) the name of the person by whom the supply or administration of the drug was prescribed or directed,
 - (d) the quantity of drugs of addiction of that kind held in the ward after the transaction takes place,
 - (e) any other details approved by the Director-General.
- (2) The entry must be dated and signed by the person by whom it is made and countersigned:
 - (a) in the case of an entry relating to the receipt of a drug of addiction, by a person who witnessed its receipt, or
 - (b) in the case of an entry relating to the supply or administration of a drug of addiction:
 - (i) by the person who supervised or directed its supply or administration, or
 - (ii) by a person who witnessed its supply or administration.
- (3) The Director-General may, by order in writing, exempt any person or drug of addiction, or any class of persons or drugs of addiction, from any or all of the requirements of this clause.
- (4) Such an exemption may be given unconditionally or subject to conditions.

Maximum penalty: 20 penalty units.

118 Periodical inventory of stock of drugs of addiction

- (1) The person responsible for maintaining a drug register (including a ward register) at any place:
 - (a) must, during the prescribed periods, make an accurate inventory of all drugs of addiction at that place, and
 - (b) must endorse the relevant drug register, immediately under the last entry for each drug of addiction, with the quantity of each drug of addiction actually held and the date on which the inventory was made, and
 - (c) must sign each entry.
- (2) The prescribed periods for the purposes of subclause (1) (a) are:
 - (a) March and September each year, or
 - (b) if the Director-General determines some other periods, either generally or in specified circumstances, the periods so determined.
- (3) A person who assumes control for a period of one month or more over any place at which drugs of addiction are held must, immediately on assuming control, make an inventory and endorse the drug register as if the inventory were an inventory made under this clause.

Maximum penalty: 20 penalty units.

119 Loss or destruction of registers

Immediately after a drug register (including a ward register) is lost or destroyed, the person responsible for keeping the register:

- (a) must give written notice to the Director-General of that fact and of the circumstances of the loss or destruction, and
- (b) must make an accurate inventory of all drugs of addiction held at the premises concerned and enter, in a new drug register, the particulars of the drugs so held.

Maximum penalty: 20 penalty units.

124 Loss or theft of drugs of addiction

A person who is authorised to be in possession of drugs of addiction must immediately notify the Director-General if the person loses a drug of addiction or if a drug of addiction is stolen from the person.

Maximum penalty: 20 penalty units.

125 Drugs of addiction not to be destroyed

- (1) A person who is authorised to be in possession of a drug of addiction must not wilfully destroy the drug or allow the drug to be destroyed.
- (2) This clause does not apply to the destruction of a drug of addiction carried out:
 - (a) by or under the direct personal supervision of a police officer or an inspector or by or under the direct personal supervision of a person authorised, whether generally or in a particular case, by an authority under Part 8 held by the person, or
 - (b) by or under the direct personal supervision of a person who is in charge of a laboratory, or who is an analyst, but only if the destruction is carried out in accordance with an authority under Part 8 held by the person, or
 - (c) by a person to whom the drug has been supplied by, or in accordance with the prescription of, an authorised practitioner, or
 - (d) in accordance with clause 126, 127 or 128.

Maximum penalty: 20 penalty units or imprisonment for 6 months, or both.

127 Destruction of unusable drugs of addiction in public hospital wards

- (1) The nurse or midwife in charge of a ward in a public hospital having responsibility for a drug of addiction that becomes unusable must immediately notify the chief pharmacist of the hospital of the fact and of the circumstances under which the drug became unusable.
- (2) A pharmacist employed in a public hospital:
 - (a) may (but only in the presence of a nurse or midwife) destroy the drug of addiction, and
 - (b) in that event, must record the fact of the destruction of the drug in the ward register.
- (3) The entry must include the date and the name, professional registration number and signature of the pharmacist and the name and signature of the nurse or midwife who witnessed the destruction of the drug.
- (4) In the case of a public hospital for which there is no pharmacist, the functions of a chief pharmacist or pharmacist under this clause are instead the functions of:
 - (a) the director of nursing of the hospital, or
 - (b) the medical superintendent of the hospital,

as the chief executive officer of the hospital may determine.

Maximum penalty: 20 penalty units.

128 Destruction of unwanted drugs of addiction in a private health facility or nursing home

- (1) A retail pharmacist who is engaged in the supply of restricted substances or drugs of addiction:
 - (a) to a private health facility or nursing home, or
 - (b) to a patient in a private health facility or nursing home,is authorised to destroy any unwanted drug of addiction on the premises of that private health facility or nursing home.
- (2) Subclause (1) applies only where the drug is destroyed in the presence of:
 - (a) where the private health facility or nursing home is the holder of a licence under Division 2 of Part 8, the person who is named on the licence as being responsible for the storage of drugs of addiction, or
 - (b) in any other case, the director of nursing of the private health facility or nursing home.
- (3) A pharmacist who destroys a drug of addiction in accordance with this clause:
 - (a) must record the fact of the destruction of the drug by an entry in the drug register maintained by the private health facility or nursing home, and
 - (b) must ensure that the entry includes the date and the name, professional registration number and signature of the pharmacist and the name and signature of person who witnessed the destruction of the drug.

Maximum penalty: 20 penalty units.

- (4) (Repealed)

176 Records generally

- (1) Except to the extent to which this Regulation otherwise provides, all documents required to be kept under this Regulation:
 - (a) must be kept in the form of legible instruments written indelibly in English, or
 - (b) must be kept in some other manner from which a legible instrument written indelibly in English is readily reproducible.
- (2) A record required to be made of the manufacture, receipt, supply, administration or use of any substance at or from any premises must be kept at those premises.
- (3) A person who is required by this Regulation to keep any document or make any record must keep it for a period of at least 2 years, commencing on the latest date on which:
 - (a) any entry was made in the document or record, or
 - (b) any substance was manufactured, received, supplied, administered or used in accordance with, or on the authority of, the document or record,and must make it available for inspection on demand by a police officer or an inspector.

Maximum penalty: 20 penalty units or imprisonment for 6 months, or both.

177 False or misleading entries in records and registers

- (1) A person who is required by this Regulation to keep any record or register must not make any entry in the record or register that the person knows to be false or misleading in a material particular.
- (2) A person must not make any alterations, obliterations or cancellations in a record or register required by this Regulation, but may correct any mistake in any entry by making a marginal note or footnote and by initialling and dating it.

Maximum penalty: 20 penalty units or imprisonment for 6 months, or both.

Note: Section 307A of the *Crimes Act 1900* creates the offence of providing false or misleading information in certain circumstances. The offence carries a maximum penalty imprisonment for 2 years, or 200 penalty units, or both.

There are 4 Index Pages

Pages

- Write the medication name, strength and form and assign new page numbers when needed.
- Leave enough space underneath each medication to write the new page numbers based on the expected usage.

	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.
Endone 5mg tablets	10	11	12	13	14	15	16	17	18
	19	20	21						
Oxycontin 10mg tablets	58	59							
OxyNorm 10mg capsules	93								

There are 9 columns on each Index page to write the page numbers

Making Comments and Footnotes

WARD REGISTER OF DRUGS OF ADDICTION – POISONS AND THERAPEUTIC GOODS ACT 1966

Drug ^(name strength form) Endone 5mg tablets Ward Surgical 1

Date (/ /)	Time received	Patient's name/Received from	Amount received	Amount given	Discard	Balance	Name of prescriber	Print name of administering	Signature of administering	Print name of person	Signature of person administering or	Comments/ Professional Registration number if applicable
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- Write comments or notes relevant to the entry here.
- Pharmacist: Write your AHPRA registration number here when destroying Schedule 8 medications.

Footnotes: Write the details of an error here.

Transferred Balance to Page:											
Footnotes:											

Transferring the Balance

WARD REGISTER OF DRUGS OF ADDICTION – POISONS AND THERAPEUTIC GOODS ACT 1966													
Drug (name strength form)		Ward Surgical 1											
Date (/ /)	Time received or given	Patient's name/Received from	Amount received	Amount given	Discard	Balance	Name of prescriber	Print name of administering or supplying person	Signature of administering or supplying person	Print name of person witnessing, supervising or directing	Signature of person witnessing, supervising or directing	Comments/ Professional Registration number if applicable	
Transferred Balance from Page: 11							17	Cinderella Dee	<i>Cinderella Dee</i>	Cody Banks	<i>Cody Banks</i>		
Transferred Balance to Page:													
Footnotes:													

The balance was transferred from page 11.

The balance on page 11 was 17 tablets.

The person who made the last entry on the previous page used must record the transfer to the new page with the witness.

Recording the Amount of Schedule 8 Medications



- **Liquids:** mL (not mg).
- **Solid dose forms:** Discrete units (for example, 1, or 0.5 if the medication is suitable to be given as a part tablet).
- **Ampoules:** Discrete units, (for example, 1 or 0.5) OR as the dose (for example 10mg or 5mg) in accordance with a local protocol approved by the Drug and Therapeutics Committee.
- **Patches:** Discrete units (for example, 1).

Making Entries in the Ward Drug Register

WARD REGISTER OF DRUGS OF ADDICTION – POISONS AND THERAPEUTIC GOODS ACT 1966												
Drug (name strength form)		Endone 5mg Tablets					Ward Surgical 1					
Date (/ /)	Time received or given	Patient's name/Received from	Amount received	Amount given	Discard	Balance	Name of prescriber	Print name of administering or supplying person	Signature of administering or supplying person	Print name of person witnessing, supervising or directing	Signature of person witnessing, supervising or directing	Comments/ Professional Registration number if applicable
Transferred Balance from Page: 11						17		Cinderella Dee	<i>Cinderella Dee</i>	Cody Banks	<i>Cody Banks</i>	
4/10/15	1800	Jo Bloggs		1		16	Carrie Grant	Cinderella Dee	<i>Cinderella Dee</i>	Cody Banks	<i>Cody Banks</i>	
4/10/15	1815	Santo Claus		0.5	0.5	15	Carrie Grant	Cody Banks	<i>Cody Banks</i>	Cinderella Dee	<i>Cinderella Dee</i>	

The person receiving or administering the medication and the witness must both print their names and sign here.

Discarding Medications

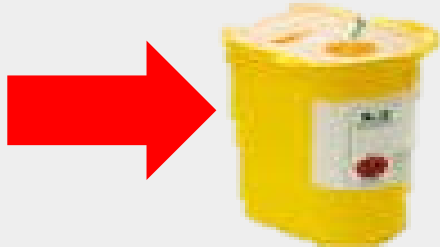
WARD REGISTER OF DRUGS OF ADDICTION – POISONS AND THERAPEUTIC GOODS ACT 1966

Drug (name strength form) Endone 5mg tablets Ward Surgical 1

Date (/ /)	Time received or given	Patient's name/Received from	Amount received	Amount given	Discard	Balance	Name of prescriber	Print name of administering or supplying person	Signature of administering or supplying person	Print name of person witnessing, supervising or directing	Signature of person witnessing, supervising or directing	Comments/ Professional Registration number if applicable
Transferred Balance from Page: 16								Cinderella Dee	<i>Cinderella Dee</i>	Cody Banks	<i>Cody Banks</i>	
4/10/15	1800	Jo Bloggs		1		16	Carrie Grant	Cinderella Dee	<i>Cinderella Dee</i>	Cody Banks	<i>Cody Banks</i>	
4/10/15	1810	Santo Claus		0.5	0.5	15	Carrie Grant	Cody Banks	<i>Cody Banks</i>	Cinderella Dee	<i>Cinderella Dee</i>	

If you only need a portion of the medication the amount administered and discarded can be recorded on the same line. This reduces errors, time in writing the discard amount on a separate line and saves lines.

Discard any unused amount of medication into the sharps container with the witness



Correcting Errors

WARD REGISTER OF DRUGS OF ADDICTION – POISONS AND THERAPEUTIC GOODS ACT 1966

Drug (name strength form) Endone 5mg tablets Ward Surgical 1

Date (/ /)	Time received or given	Patient's name/Received from	Amount received	Amount given	Discard	Balance	Name of prescriber	Print name of administering or supplying person	Signature of administering or supplying person	Print name of person witnessing, supervising or directing	Signature of person witnessing, supervising or directing	Comments/ Professional Registration number if applicable
Transferred Balance from Page: 11						17		Cinderella Dee	<i>Cinderella Dee</i>	Cody Banks	<i>Cody Banks</i>	
4/10/15	1955	Jo Blogs		1		16	Carrie Grant	Cinderella Dee	<i>Cinderella Dee</i>	Cody Banks	<i>Cody Banks</i>	
4/10/15	2000	Santo Claus		0.5	0.5	15	Carrie Grant	Cody Banks	<i>Cody Banks</i>	Cinderella Dee	<i>Cinderella Dee</i>	
4/10/15	2005	Sue Mann		0.5	0.5	14	Carrie Grant	Nancy Drew	<i>Nancy Drew</i>	Alf Howard	<i>Alf Howard</i>	
*4/10/15	2100	George Geoffrey		1		Error made						
4/10/15	2100	George Geoffrey		0.5	0.5	13	George Orwell	Cody Banks	<i>Cody Banks</i>	Cinderella Dee	<i>Cinderella Dee</i>	

Leave the error as is and write 'Error made'.

- Do not make any alterations obliterations or cancellations.
- Do not draw a line through the error.

- Mark the incorrect entry with an asterisk in the margin (numbered if there is more than 1 error on the page).
- Write the correct entry on the next line.
- Write a matching asterisk with the time, date, explanation of the error and your signature at the bottom of the page in the footnotes section, countersigned by the witness.

Transferred Balance to Page:

Footnotes: * 4/10/15 2100 hours Written in error - wrong amount written . Written correctly on next line. *C. Banks C. Dee*

Transferring the Balance to a New Page

WARD REGISTER OF DRUGS OF ADDICTION – POISON

Drug (name strength form) Endone 5mg tablets

Date (/ /)	Time received or given	Patient's name/Received from	Amount received	Amount given	Discard	Balance	Name of prescriber
Transferred Balance from Page:		11				17	

INDEX

	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.	Page No.
Endone 5mg tablets	10	11	12	13				

When you make the last entry on the page, write the new page number to transfer the balance.

Also add the new page number to the series in the Index.

25/10/15	11.15	Manny Timely	1			18	John Jones	Peter Smith	Peter Smith	Amber Light	Amber Light	
Transferred Balance to Page:		13										

Footnotes:

References

1. NSW Health Policy Directive PD2013_043 '*Medication Handling in NSW Public Health Facilities*' (available at http://www0.health.nsw.gov.au/policies/pd/2013/PD2013_043.html).
2. NSW *Poisons and Therapeutic Goods Regulation 2008* (available at <http://www.legislation.nsw.gov.au/maintop/view/inforce/su bordleg+392+2008+cd+0+N>).