

**Restricted Substances Protocol
Self-Assessment Checklist**

Issue June 2022
Review Annually
Ref number GR10

Veterinary Practice Details

Veterinary Practice			
Licence Number (if applicable)	NSW	H	
Street Address			
Suburb or Town			Postcode
Superintendent (if applicable)			
Registration Number	NSW	V	

Protocol Checklist

Purchase		
	Restricted substances must be purchased from licensed wholesalers and accounts for purchase must be held in the name of an individual veterinarian who is a licence holder or the superintendent of the hospital	
	All purchases of restricted substances must be approved by the individual veterinarian who is the holder of the wholesaler account	
	An order signed by a veterinarian must be provided to the wholesaler for supply of S8 substances	
Storage		
	Restricted substances (S4s) must be stored in a locked room or enclosure to which the public does not have access and apart from food intended for consumption by humans or animals	
	Unless prepared for in-patients by a veterinarian, the superintendent must ensure that non veterinarian staff are not able to access restricted substances when a veterinarian is not on the premises	
	Restricted substances (S8s) must be stored in a safe attached to the premises and which is only accessible by veterinarians	
	A stocktake of all S8 substances is performed by the superintendent at least every March and September and in addition when another veterinarian takes on the role of superintendent	
Supply		
	The supply of any restricted substance for the treatment of an animal must only occur under the direct supervision (on premises) of a veterinarian	
	A veterinarian may authorise the repeat supply of S4 substances for an animal for up to 12 months and S8 restricted substances for up to 6 months	
	A veterinarian may provide a prescription for restricted substances for the treatment of an individual animal in accordance with the Code (cl 20) to be dispensed by a pharmacist, including a prescription to be dispensed by a compounding pharmacist which may be delivered to the veterinarian for supply to the client	

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	All restricted substances are packaged and labelled in accordance with legislative requirements as summarised in the Guide	
Records		
	Details of the supply of any restricted substances are recorded in the animal's record in accordance with the Code and the Guide	
	Details of the supply or receipt, quantity in or quantity out, client name, client address, animal species, name and signature of the authorised person supplying or administering an S8 substance are recorded in the S8 drug register as outlined in the Guide	
Disposal, loss or theft of restricted substances		
	Theft of any restricted substances should be reported to the police	
	Loss or theft of any S4 Appendix D substance must be reported to NSW Health	
	Loss of theft of any S8 substance must be reported to NSW Health	
	Disposal of any S4D or S8 substance must be in the presence of a police officer, NSW Health Pharmaceutical Regulatory Unit Inspector or pharmacist	