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| Medicines and Poisons Factsheet |
| First Aid Services |
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A first aid service licence under the *Non-Emergency Patient Transport and First Aid Services Act 2003* (the Act) must only possess medications, including Schedule 2, 3 and 4 medicines for which the first aid service has Clinical Practice Guidelines (CPGs) approved by the Department of Health (the department).

## Un-scheduled, Schedule 2 and Schedule 3 Medicines

* No Health Services Permit is required under the *Drugs, Poisons and Controlled Substances Act 1981* to purchase and possess Schedule 2 or 3 medicines for the provision of Basic, Intermediate or Advanced first aid services*.*
* The Drugs, Poisons and Controlled Substances Regulations 2017 authorise all licenced first aid providers to purchase wholesale and possess Schedule 2 and 3 medicines where the first aid service holds CPG’s approved by the department.
* These medicines may be administered under the approved CPG by appropriately trained staff without an order or prescription from a prescriber.

## Schedule 4 Medicines (intermediate Licence Holders)

* No Health Services Permit is required under the *Drugs, Poisons and Controlled Substances Act 1981* to purchase and possess certain Schedule 4 medicines for the provision of Intermediate first aid services by a licenced intermediate or advanced first aid service.
* A Secretary Approval issued under the Drugs, Poisons and Controlled Substances Regulations 2017 authorises the purchase and possession of a **limited number of Schedule 4** medicines for a licenced intermediate first aid service in accordance with CPGs approved by the department.
* These medicines may be administered under the approved CPG by appropriately trained staff without an order or prescription from a prescriber.

## Schedule 4 Medicines (Advanced Licence Holders)

* No Health Services Permit is required under the *Drugs, Poisons and Controlled Substances Act 1981* to purchase and possess certain Schedule 4 medicines for the provision of Advanced first aid services.
* A **Secretary Approval** issued under the Drugs, Poisons and Controlled Substances Regulations 2017 authorises the purchase and possession of a more comprehensive range of Schedule 4 medicines where an advanced first aid service in accordance with CPGs approved by the department.
* These medicines may be administered under the approved CPG by appropriately trained staff without an order or prescription from a prescriber.

## What medicines can I purchase/possess/use?

#### Schedule 2 and 3 Medicines (Basic/Intermediate/Advanced):

No restrictions

#### Schedule 4 Medicines (Intermediate/Advanced):

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| Adrenaline | Nitrous Oxide |
| Ipratropium | Ondansetron |
| Methoxyflurane | Salbutamol |

#### Schedule 4 Medicines (Advanced):

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| Adenosine | Haloperidol |
| Amiodarone | Hyoscine butylbromide |
| Analgesic agents | Insulin |
| Antiarrhythmic agents | Ipratropium |
| Antibiotic agents | Local anaesthetics |
| Anticoagulant agents | Metoprolol |
| Anticonvulsant agents | Muscle relaxants |
| Antihypertensive agents | Noradrenaline |
| Antihypotensive agents | Olanzapine |
| Antiemetic agents | Oxytocin |
| Antihistamines | Potassium chloride |
| Anti-inflammatory agents | Prostaglandins |
| Antiplatelet agents | Rocuronium |
| Antipyretic agents | Salbutamol |
| Antipsychotic agents | Short acting anaesthetic induction agents |
| Atropine | Suxamethonium |
| Benzatropine mesylate | Tenecteplase |
| Corticosteroids | Tetanus antitoxin |
| Diuretic agents | Tranexamic acid |
| Fibrinolytic agents | Vecuronium |
| Glyceryl trinitrate | Verapamil |

#### Schedule 4 Medicines – Drugs of Dependence (Advanced)

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| Diazepam | Midazolam |

## How are first aid services monitored for safe drug storage and administration?

The department’s Authorised Officers monitor the storage of medicines under the *Drugs, Poisons & Controlled Substances Act 1981* and the Drugs, Poisons & Controlled Substances Regulations 2017.

## Can I bring medicines from another state into Victoria?

If a provider brings scheduled medications from another state into Victoria, the organisation is required to be a licenced first aid service in Victoria and must comply with the *Drugs, Poisons and Controlled Substances Act 1981* and Drugs, Poisons and Controlled Substances Regulations 2017. Authorisation from other jurisdictions may be required

## Is a CPG required for each medicine used?

Yes. Each medicine must be included in a CPG and have an associated pharmacology information readily available.

## Do we have to accept all the medicines on the Secretary’s approval list?

No. A first aid service may select the medicines from the Secretary’s approved list as long as the first aid service can meet the definition of the licence class within the Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021and can meet the needs of the event.

## We would like to have access to additional medicines not on the Secretary’s approval list. Can we do this?

An authorised prescriber (medical practitioner or registered nurse practitioner) may practice in accordance with their prescribing skill set.

If a prescriber is going to administer a medicine not contained in the Secretarial Approval list, it must be in accordance with the organisation’s CPG.

## Can first aid services purchase medicines from a wholesaler?

Yes. The Secretary Approval for each licence level authorises a first aid service to purchase listed medicines from pharmaceutical wholesalers, appropriate to the level of licence held and contained within approved CPGs

# Drugs, Poisons and Controlled Substances legislation

First aid services must comply with all the *Drugs, Poisons and Controlled Substances (DPCS) Act 1981* and the Drugs, Poisons and Controlled Substances Regulations 2017.

## Access to medicines

Only clinical first aid staff members may access the scheduled medicine storage facilities and/or carry out administration of relevant Schedule 2, 3 and 4 medicines (i.e., in compliance with legislative requirements, including CPGs approved by the department)

Other non-authorised staff members (e.g. administrative staff members, cleaners, maintenance people or the general public) must not have access to the scheduled medicines storage facility.

## Medicine storage facility

The facility used for the storage of scheduled medicines must be:

* lockable
* not able to be moved easily from the premises (e.g., affixed to the premises) in order to prevent theft (or unauthorised access)

The storage facility must not be opened for any reasons other than to access the medicines contained inside it. **No items other than medicines should be stored inside the facility.**

## Medicines outside the storage facility

No medicines should be left unattended when not in a storage facility.

When scheduled medicines are taken to be used away from storage premises, the medicines must be under the constant supervision of an authorised staff member while away, and any unused medicines at the end of the day will either be destroyed compliantly or returned to a storage facility at the storage premises.

## Administration records

Administration records of scheduled medicines must include:

* name and location of the patient being administered
* date of administration
* name, form and strength of the medicine being administered
* quantity being administered

## Destroying medicines

Unwanted scheduled medicines should be destroyed appropriately. There are no further specific requirements for the destruction of Schedule 2, 3 or 4 medicines in DPCS legislation:

* If the medicines are destroyed on the organisation’s premises, clinical staff members should render the items non-recoverable and non-identifiable.
* Small quantities of unwanted stock may be provided to a community pharmacy for destruction (if they are willing to accept the stock).
* Larger quantities may be returned to the original pharmaceutical wholesaler, or to an organisation that holds a poisons permit to receive such material for destruction.

## Reporting lost medicines

If any scheduled medicines are lost/stolen, then this should be reported to the department. It is important that the loss of any drugs of dependence are reported (e.g., diazepam and midazolam). Reports may be made via the form “Make a notification of lost scheduled substance” available at [Online formas - drugs and poisons regulation](https://www.health.vic.gov.au/drugs-and-poisons/online-forms-drugs-and-poisons-regulation) <https://www.health.vic.gov.au/drugs-and-poisons/online-forms-drugs-and-poisons-regulation>.

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