Emergency Medical Kits PHC Remote Guideline

Target Audience	All Employees
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Purpose

To provide a guideline on NT DoH Emergency Medical Kits containing a range of medicines and medical sundries available for emergency treatment which may be provided to to authorised persons in remote or isolated areas where access to established health services is limited.

Guideline

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1. General Information

The Northern Territory Department of Health (DoH) supplies Emergency Medical Kits (EMKs) to authorised persons in remote or isolated areas under certain conditions. Persons seeking access to an EMK must apply for and be issued with authorisation under Section 142 of the NT Medicines, Poisons and Therapeutic Goods Act (MPTGA). The purpose of the EMK is to make a range of medicines and medical sundries available for emergency treatment in areas of the Northern Territory (NT) where access to established health services is limited.

Note: an EMK is not intended to cover specialised treatments or have medicines in sufficient quantities to cover certain workplace emergency situations eg mine sites, pearl farming or commercial boats. Persons in these industries are advised to arrange a tailored medical kit in conjunction with an occupational health physician or equivalent.

The Duty Rural Medical Practitioner (RMP) should be consulted before any medicine from the EMK is used. In circumstances where an RMP cannot be consulted, they must be notified as soon as possible after the event. See Medicines and Poisons Control Emergency Medical Kits information sheets for further information.

EMKs may be required in a range of remote locations such as cattle stations and ranger stations. It is advisable to have at least two authorised EMK Holders in each location. Any individual/s in these isolated locations willing to undertake responsibility for the maintenance and storage of the kit may submit an Application to Possess Scheduled Medicines Poisons in a DoH Emergency Medicines Kit.

Authorisation to hold an EMK is specific to the individual and to the location. See Obtaining Authorisation to hold an Emergency Medical Kit for further information.

DoH EMKs are provided to authorised EMK Holders and are only intended for use in emergencies, not routine personal use or ongoing medical care. No charge may be made for providing treatment from the medical kit. EMKs and replacement supplies are ordered from Katherine and Alice Springs Hospital Pharmacies by EMK Holders using the EMK Order Form.

Medicines for EMKs must not be supplied / restocked by health centre staff. EMK Holders must be advised to follow the procedure described in the guidelines.

2. Definitions

Authorised / Licensed Kit Holder (EMK Holder): a person who is authorised by Medicines and Poisons Control to hold an EMK in accordance with the NT MPTGA.

Emergency Medical Kit Guide: the medical and general guidelines provided to EMK Holders at Departmental Medical Kit Training Information Days.

Emergency Medical Kit Order Form: this form comprises:

- Register for Morphine
- Record of Use of Medicines Form
- Record of Expired or Soon to Expire Medicines Form
- Order Form for medicines and medical sundries authorised for use by EMK Holders
- General information

Scheduled Medicines: medicines and poisons are classified into Schedules providing a level of regulatory control over how medicines and poisons are made available to the public. Scheduled medicines are those listed under:

- Schedule 2 (Pharmacy medicines)
- Schedule 3 (Pharmacist only medicines)
- Schedule 4 (Prescription only medicines)
- Schedule 8 (Controlled medicines)

Schedule 8 (S8) Medicines: under the Poisons Standard these are defined as substances that should be available for use but require restrictions relating to manufacture, supply, distribution, possession and use to reduce abuse, misuse and physical or psychological dependence. S8 Medicines may also be referred to as Dangerous Drugs (DDs) or Controlled Drugs. This applies to Morphine on the EMK Order form.

Restricted Schedule 4 (RS4) Medicines: It is Primary Health Care (PHC) policy that certain Schedule 4 Medicines in the EMK are subject to additional restriction of supply, distribution, possession and use to reduce abuse, misuse and physical or psychological dependence. This applies to Midazolam and Paracetamol 500mg/Codeine 30mg on the EMK Order form.

3. Responsibilities

3.1 Medicines and Poisons Control

- As the delegate of the NT Chief Health Officer, assess and issue the legal authorisation to hold an EMK to applicants who meet the criteria under the NT Medicines, Poisons & Therapeutic Goods Act (NT MPTGA), as described in Application to Possess Scheduled Medicines Poisons in a DoH Emergency Medicines Kit
- Maintain databases of current authorised EMK Holders
- Provide lists of current EMK Holders to the CA and TE PHC Director of Medical Services or their delegate as required
- Provide guidelines to newly authorised EMK holders on their legal responsibilities
- Monitor and audit EMK storage facilities and records
- Review Morphine records following receipt of the Register for Morphine

Note: Medicines and Poisons Control is not involved with funding approval for EMKs.

3.2 Primary Health Care Director of Medical Services (PHC DMS) / Delegate

- Receive applications from Medicines and Poisons Control once the applicant is assessed as meeting requirements under the NT MPTGA
- Review applications and return to Medicines and Poisons Control, providing approval or rejection of Department of Health funding and support for EMKs as applicable
- Support Department of Health EMK locations, eg provision of training
- Review EMK funding and support arrangements as necessary
- Authorise re-supply of medicines by certifying correctly completed EMK Order forms for licensed EMK Holders, taking note of pharmacy communication regarding the order
- Approve the supply of medicines to EMK Holders according to the training of the holder, eg training for giving injectable medicines
- Forward certified EMK Order forms to the RMP Support Officer for further action
- Receive and review the Register for Morphine and Record of Use of Medicines Form for medicines from Section 1 of the EMK Order Form from EMK Holders following administration / supply
- Authorise amendments to EMK medicines and medical sundries lists
- Coordinate Departmental EMK Training Information Days

3.3 Duty Rural Medical Practitioner (RMP)

- Provide clinical guidance to the EMK Holders or deputy
- Ensure documentation in the relevant client Electronic Health Record
- Provide legal authorisation for the supply of scheduled medicines

3.4 Rural Medical Practitioner Administration Officer

- Check currency of authorisations against the list of authorised holders obtained from Medicines and Poisons Control on behalf of the PHC DMS as required
- Maintain a list of any eligible persons who express an interest in becoming a EMK Holder
- Ensure that all current and potential attendees are notified of planned training days
- Advise the Northern Territory Cattlemen's Association of planned training days
- Assist the PHC DMS (CA or TE) with arrangements for the Departmental EMK Training Information Days
- Forward certified EMK Order forms to the relevant hospital pharmacy
- **CA ONLY:** obtain pharmacy items from Alice Springs Hospital Pharmacy, collate the medical sundries and dispatch the complete EMK order to the relevant authorised EMK Holder

3.5 Primary Health Care Pharmacist

- Provide support and advice related to medicines supplied in EMKs
- Follow-up discrepancies or incidents involving EMK S4 and S8 medicines

3.6 Authorised Emergency Medical Kit Holder

- Be aware of and adhere to the legal requirements for possession of an EMK
- Obtain and maintain currency of the legal authorisation to hold an EMK[1]
- Abide by the guidelines described in the Emergency Medical Kit Guide
- Ensure items supplied in the EMK are used for emergencies and not routine personal use
- Always seek a medical opinion before supplying any item from Sections 1 of the EMK Order Form, or in emergencies, as soon as possible after the administration
- Always record supply of medicines (Sections 1 & 2 of the EMK Order Form) on the Record of Use of Medicines Form at the time of administration
- Maintain a Register for the possession and administration of Morphine. See section 4.5.3
- Ensure that EMKs are stored as described in Medicines and Poisons Control Emergency Medical Kits information sheets and the Information on Medicines Supplied in EMKs
- Ensure that the kit is correctly stocked and that the contents are in date
- Sign the delivery note as confirmation of a medicines delivery and fax back to the relevant pharmacy
- For expired or soon to be expired medicines:
  - Complete all details on the Record of Expired or Soon to Expire Medicines Form
  - Order replacement supplies to the level specified on the EMK Order Form
  - Return expired or about to expire medicines from Section 1 to the relevant hospital pharmacy following receipt of replacement supplies
- Dispose of other out of date / expired medicines appropriately. See Section 4.2.4
- Retain all medicine records (eg order forms, invoices, Register for Morphine, Record of Use form) for a period of two years after the date of the last entry in the record

3.7 Regional Hospital Pharmacy – Alice Springs & Katherine

- Provide a timely and regular service in response to EMK Orders
- Receive and process EMK Order, Register for Morphine, Record of Use of Medicines Form and Record of Expired or Soon to Expire Medicines Form

[1] Note: a fee is payable to Medicines and Poisons Control for the issue of the authorisation.

- Review the Register for Morphine, Record of Use of Medicines Form and Record of Expired or Soon to Expire Medicines Form, using the Pharmacy Communication box to confirm use of medicines / return of stock, or to document discrepancies with the order
- Forward discrepancies in S8 / RS4 medicine records to Medicines and Poisons Control
- Forward EMK Order Forms, Record of Use of Medicines Form and Record of Expired or Soon to Expire Medicines Form to the PHC DMS for authorisation of re-supply of medicines
- Maintain EMK ordering and supply records
- Provide assistance and advice to EMK Holders on management of pharmacy supplies

Alice Springs Hospital:

- Dispense and dispatch pharmacy items on the EMK Order to PHC DMS for collation with medical sundries and dispatch to the relevant authorised EMK Holder

Katherine Hospital:

- Obtain medical sundries from Hospital Stores, dispense pharmacy items and dispatch the complete EMK order to the relevant authorised EMK Holder

4. Procedure

4.1 Obtaining Authorisation to hold an Emergency Medical Kit

To obtain authorisation to hold an EMK it is necessary to submit an Application to Possess Scheduled Medicines Poisons in a DoH Emergency Medicines Kit to Medicines and Poisons Control at the address on the application form. The authorisation is specific to the location and the person in charge and any deputy included on the Application Form. If an EMK Holder moves to another location the authorisation becomes invalid. The person replacing them must submit a new application form for that location. If the person who is leaving wishes to continue in the role in a new location, a new authorisation is required.

An authorisation to possess scheduled medicines in an EMK is valid for one year when the application is first made. Subsequent renewals may be authorised for one, two or three years. Medicines and Poisons Control will send an application for renewal to the authorised person approximately one month before the authorisation is due to expire.

Eligibility to possess an EMK will be determined by Medicines and Poisons Control as the delegate of the NT Chief Health Officer. Under the NT MPTGA, eligibility is considered based on a range of factors including:

- unavailability of health services at the location
- competency and suitability of the person to hold an authorisation to possess scheduled medicines
- proof of suitable medicines storage arrangements at the proposed EMK location
- copy of medicines records for kit contents where an existing kit is present
- documentation of an adequate strategy to cover absence of the authorised person/s
- documentation of an “exit strategy” to cover closure of the site or departure of an authorised person.
- once assessed by Medicines and Poisons Control as meeting the requirements under the MPTGA, the application will be forwarded to the PHC DMS to assess eligibility for funding of the EMK and decision support for its appropriate use.

For those not eligible for an EMK or PHC support, information on other options such as a General Medical Kit can be found on Medicines and Poisons Control – Medical Kits website.

4.2 Requirements to hold an Emergency Medical Kit

EMKs are available to authorised EMK Holders but the contents vary according to the training of the authorised person.

4.2.1 Initial Kit

A basic EMK (excluding injectables) will be provided to those who have not completed relevant training. However basic Kit Holders must attend the EMK Training Information Day or equivalent within 12 months of their application being approved.

A full EMK, including injectables, will be provided to those who provide proof that they:

- have attended an EMK Training Information Day run by the NT DoH, or
- are in possession of a current alternate training certificate, covering first aid and administration of medicines and injectables, as approved by Medicines and Poisons Control
- appropriate Health Practitioner training as approved by Medicines and Poisons Control
- an Emergency Medical Kit Guide is provided at EMK Training Information Days

4.2.2 Ordering EMK Supplies

Only the person with Authorisation to hold an EMK may order replacement supplies for that location. Instructions and relevant addresses can be found on the EMK Order Form.

EMK Holder's must ensure all records are correct prior to placing an order for medicines with the pharmacy. The medicines ordered must match those listed on the Record of Use of Medicines and Record of Expired or Soon to Expire Medicines forms.

The completed EMK Order Form with the records for Morphine, Medicines Used, Expired or Soon to Expire forms must be sent to the relevant Regional Hospital Pharmacy. The Pharmacy will review the medicine records to verify that the records (whether given, expired or soon to expire) match the order. The Pharmacy will forward complete EMK Order Forms and medicine records to the PHC DMS for the authorisation to re-supply the medicines to the EMK Holder. The PHC DMS will verify that:

- the EMK Order is being submitted by an authorised EMK Holder
- the persons training is consistent with the medicines ordered
- the medicines have been used appropriately

Once the EMK Order is authorised by the PHC DMS or delegate, the EMK Order Form is then returned to the relevant Hospital Pharmacy for re-supply.

Where the pharmacy detects a discrepancy between the records and the medicines ordered, the order form and records will be returned to the EMK holder to be completed/corrected and resubmitted. Where the order form and records cannot be reconciled, the pharmacy will refer the discrepancy to the PHC DMS for a decision regarding the appropriateness of supplying medicines against the order. Discrepancies involving S8 or RS4 medicines will be reported by the pharmacy to Medicines and Poisons Control and the PHC Pharmacist for further action.

Note: The EMK Medicine List is developed with regard to the clinical conditions encountered, best practice clinical management and cost. It is important that the implications of the use of different pharmaceuticals should not be initiated lightly. Local variations are not normally permitted.

4.2.3 Transport of Emergency Medical Kit Supplies

Central Australia (CA)	Top End (TE)
The Alice Springs Hospital Pharmacy provides pharmacy items on the EMK Order to the PHC DMS. The RMP Administration Support Officer collates the medical sundries and together with the pharmacy items dispatches the complete EMK order to the relevant authorised EMK Holder.	The Katherine Hospital Pharmacy obtains the medical sundries from Hospital Stores, and together with the pharmacy items dispatches the complete EMK order to the relevant authorised EMK Holder

Subject to the delivery instructions provided on the EMK Order Form, both CA and TE transport arrangements may involve:

- personal collection by the EMK Holder / delegate
- sent by Australia Post / mail plane

- sent via courier / with charter flights

The EMK holder will be notified of the dispatch of a medicines order and the method of transportation confirmed. When the EMK order is sent to the EMK Holder via commercial transport arrangements, the cost of sending the EMK Order is covered by the DoH.

Upon receipt of a medicines order, the authorised EMK holder must sign the delivery note as confirmation of receipt of medicines and fax back to the relevant pharmacy.

It is the responsibility of the EMK Holder to return unwanted or expired medicines in Section One of the EMK Order Form to the Regional Hospital Pharmacy. The EMK Holder is responsible for associated costs.

Schedule 8 and Restricted Schedule 4 Medicines (Section 1a)

The Code of Practice – Schedule 8 Substances: Volume 2 - Storage & Transportation provides specific requirements for S8 Medicines per method of transportation and the same principles should be applied to RS4 Medicines. It is important that S8 / RS4 medicines are able to be tracked during transportation. The recommended practice is to transport S8 / RS4 Medicines with a courier (EMK Holder / delegate). Where absolutely necessary, small quantities may be sent via Express Post. For further details see the Code of Practice.

4.2.4 Out of Date / Expired Medicines

It is important that medicine expiry dates are monitored and replacement stock is ordered and supplied prior to medicines reaching their expiry date. Complete all details on the Record of Expired or Soon to Expire Medicines Form when medicines are about to reach, or have passed their expiry date, while simultaneously ordering a new supply of the medicines on the EMK Order Form. Expired or soon to be expired medicines should be retained in the EMK until the replacement stock has arrived.

Medicines listed in Section 1 of the EMK Order Form must be returned to the relevant Regional Hospital Pharmacy for destruction **once new items are supplied**. A copy of the completed Record of Expired or Soon to Expire Medicines Form must be provided with the returned medicines. The pharmacy will not accept return of medicines without this accompanying paperwork. Subsequent EMK orders will not be processed until outstanding unwanted or expired medicines have been returned to the Regional Hospital Pharmacy.

Medicines listed in Section 2 of the EMK Order Form must be disposed of appropriately. Medicines may be:

- destroyed and disposed of on site. Solutions may be poured / absorbed onto newspaper and burned or buried in the local rubbish disposal area. Tablets should be decanted, crushed and dissolved in water to form a slurry and disposed of as for solutions.
- taken to a community pharmacy to be disposed of via the Return of Unwanted Medicines (RUM) process
- returned to the Regional Hospital Pharmacy

4.3 Changes to EMK Holder Authorisations

EMK authorisations are specific to the location and the individual/s. All changes to the location and individuals named on the authorisation must be notified to Medicines and Poisons Control. This includes when an EMK holder departs a location, a new individual requests authorisation for an existing kit, a change in location, or when an EMK is no longer required for the location. All EMK Holders will have in place an “exit strategy” that addresses how the departure of an EMK Holder from a site is managed.

EMKs are property of the NT Department of Health and must be returned to the regional Hospital Pharmacy when the kit is no longer required or there is no longer an authorised EMK holder at the location. An exception will be made where there is a short timeframe between the departure of an authorised EMK holder and a subsequent application for new authorisation/s.

4.3.1 Emergency Medical Kit Handover Process

When an EMK is to be handed over to another Authorised EMK Holder or applicant, the Authorised Holder must:

- inform Medicines and Poisons Control of the intent to hand-over control of the EMK, and provide the forwarding address or contact details for the outgoing EMK Holder. Medicines and Poisons Control will amend EMK records, and inform the PHC DMS and relevant Regional Hospital Pharmacy.
- inform the PHC DMS who will ensure the EMK records are amended and further supplies are not provided for this EMK Holder
- conduct a complete inventory of the contents of the EMK, and provide the inventory to both the PHC DMS and the regional Hospital Pharmacy. Where possible the inventory should be conducted with the incoming EMK Holder or applicant.

If there is to be a short time frame between the departure of an authorised EMK holder and a new applicant, the inventory should be conducted by the departing EMK Holder with another suitable adult. The EMK must be stored securely, and medicines not accessed, until the new EMK Holder is authorised for the location. The incoming EMK Holder will be required to complete an inventory of the EMK once they have assumed management of the kit.

4.3.2 Emergency Medical Kit Returns Process

When an EMK is to be returned, the Authorised Holder must:

- inform Medicines and Poisons Control of the intent to terminate the authorisation, and provide the forwarding address or contact details for the outgoing EMK Holder. Medicines and Poisons Control will revoke the authorisation and amend EMK records, and inform the PHC DMS and relevant Regional Hospital Pharmacy of the revocation.
- inform the PHC DMS who will ensure the EMK records are amended and further supplies are not provided for this EMK Holder
- liaise with the relevant Hospital Pharmacy to return the EMK.

When the EMK is received by the Pharmacy, they will confirm this with Medicines and Poisons Control and the PHC DMS for their records.

4.4 Training

4.4.1 Training – Non Departmental

Training certificates covering first aid and administration of medicines and injectables from Registered Training Organisations such as St John Ambulance may be recognised provided the certificate is current and verified by Medicines and Poisons Control.

For doctors, nurses and Aboriginal and Torres Strait Islander Health Practitioners applying to be EMK holders, proof of current registration is required.

Proof of relevant training / registration must be provided when submitting the Application to Possess Scheduled Medicines Poisons in a DoH Emergency Medicines Kit.

4.4.2 Training – Departmental EMK Training Information Days

Departmental EMK Training Information Days are held from time to time at a range of locations in Central Australia and the Top End. These are coordinated by the PHC DMS.

Existing EMK Holders, potential participants and others are provided with details of Training Days in the following ways:

- by e-mail, if the e-mail address is available
- by fax, if the fax number is available
- through the Northern Territory Cattlemen's Association

- by flyers attached to medical sundries orders dispatched to EMK Holders in the lead up time to the Training Day

Medical Kit Training Information Days training is valid for three years, however attendance at an Information day is recommended every two years.

4.5 Using Emergency Medical Kits

Medical Kits must only be used in accordance with the NT MPTGA and the Emergency Medical Kit Guide.

4.5.1 Supplying Medicines from the Emergency Medical Kit

Always seek a medical consultation with the Duty RMP before supplying medicines listed in Section 1 of the EMK, or in emergencies as soon as possible after administration of the medicine.

Items from Section 2 may be used at the discretion of the authorised EMK Holder, however it is recommended that a medical consultation with the Duty RMP is undertaken prior to giving all medicines.

The Duty RMP will advise the EMK Holder of important information relating to a medicine that is to be administered or supplied. Additional consumer medicines information can be accessed using the National Prescribing Service (NPS) website by typing the medicine name (brand name or generic name) into the search function. A PDF copy of the Consumer Medicines Information (CMI) leaflet can be downloaded and printed from the website (scroll down to “downloads” section on the right hand side of the page).

4.5.2 Recording Medicine Administration

When medicines listed in Sections 1 & 2 on the EMK Order Form are given, the following must be recorded on the Record of Use of Medicines Form:

- the name of the patient
- date of birth (DOB) of the patient where possible
- the name of the person authorising the treatment (must have a Medical Practitioner consultation for medicines listed in section 1)
- the time and date the substance is administered
- the amount given (dose / quantity)
    - the name and signature of the person administering the substance

The record must be submitted to the relevant Regional Hospital Pharmacy with the next order. Further supply of medicines may be withheld or EMK authorisation revoked as a result of failure to do so.

4.5.3 Recording S8 Medicine - Morphine (Section 1a)

Wherever possible, medical advice must be sought before supplying or administering S8 / RS4 medicines. However Section 142 of the NT MPTGA provides for circumstances under which S8 / RS4 medicines can be given if a Medical Practitioner consultation is not readily available. These medicines may be given by a Kit Holder commensurate with their level of training and the medical condition of the person requires the supply or administration of one of these medicines immediately. The Duty RMP must be contacted as soon as possible after the event. It is a requirement that Medicines and Poisons Control be notified within seven (7) days of the use of Morphine.

Under the NT MPTGA and Regulations a register must be maintained for all S8 substances. The register for Morphine is available in the EMK Order Form (page 3). The requirements for maintaining the register for Morphine held in EMKs include:

- each dealing with Morphine (receiving stock, administering to a person, or returning stock) must be recorded in the register
- a monthly inventory of Morphine must be recorded in the register to ensure the balance is checked and correct
- a copy of the register MUST be submitted to the Regional Hospital Pharmacy with each order

If this register is not maintained, further supply of Morphine may be withheld or Kit authorisation revoked. A range of financial penalties, as stipulated in the NT MPTGA and Regulations, may also apply when a register is not correctly maintained.

Register for Morphine Example

Date	Time	Patient Name or Supplying Pharmacy Name	Patient Address or Supplying Pharmacy Address	Amount received or given	Amount discarded (when relevant)	Balance	Doctor's Name (Duty RMP)	Name & Signature of person receiving or giving the Morphine
10.1.2015	0900	*Katherine Hospital Pharmacy*	Gorge Road Katherine	2		2		B Hande Brad Hande
12.2.2015	0900	*Monthly Inventory*				2		B Hande Brad Hande
15.2.2015	1300	Millie Grey	Station house	5mg	5mg	1	Dr Bloggs	B Hande Brad Hande
10.3.2015	1400	*Monthly Inventory*				1		B Hande Brad Hande
20/3/2015	5 pm	*Katherine Hospital Pharmacy*	Gorge Road Katherine	1		2		B Hande Brad Hande
22/3/2015	2 am	Robert River	Camp No 5, Mulga Road	10mg		1	Dr Smythe	P Gates P Gates

4.5.4 Storage of Emergency Medical Kits

The medical kit must be stored in a secure, safe but readily accessible location and should not be subjected to extremes of temperature. Refer to the Consumer Medicine Information (CMI) leaflet, available from the National Prescribing Service (NPS) website, for recommended storage temperatures.

All S8 / RS4 Medicines must be stored in an area to which unauthorised persons do not have access such as a locked cabinet or safe. Medicines and Poisons Control will require photographic evidence of appropriate storage facilities prior to issuing an authorisation, and may conduct audits to ensure storage complies with the NT MPTGA and Regulations.

4.5.5 Retention of Records

It is recommended that EMK Holders maintain a dedicated folder/s to hold all relevant documentation.

The Register for Morphine and the Record of Use of Medicines Form provides details regarding the supply or administration of medicines listed in Section One of the EMK Order Form. These completed forms must be kept in a dedicated folder as this will provide the record required under the NT MPTGA and Regulations for these medicines. These records must be kept for a minimum period of two years after the date of the last entry in the record.

Note: Medicines and Poisons Control may conduct audits of EMK records to ensure compliance with the NT MPTGA and Regulations.

4.6 Medicines and Poisons Control Contact Details

Contacts	Phone	Fax	e-Mail
Medicines and Poisons Control (Medical Kits website)	(08) 8922 7341	(08) 8922 7200	poisonscontrol@nt.gov.au

4.7 Regional Hospital Pharmacy Contact Details

Pharmacy	Phone	Fax	e-Mail
Alice Springs Hospital	(08) 8951 7570	(08) 8951 7766	alicespringspharmacy.dhcs@nt.gov.au
Katherine Hospital	(08) 8973 9236	(08) 8973 9010	KDHPharmacy.THS@nt.gov.au

Key Associated Documents

Forms	Application to Possess Scheduled Medicines Poisons in a DoH Emergency Medicines Kit Emergency Medical Kit Order PHC Remote Form
Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents	Duty RMP Telephone Consultations PHC Remote TEHS Guideline Electronic Health Records Overview PHC Remote Guideline Health Records Documentation PHC Remote Guideline Medical Officer Yelephone Consultation PHC Remote CAHS information Sheet Medicines, Poisons and Therapeutic Goods Act and Regulations DoH Medicines and Poisons Control Medical Kits website National Prescribing Service (NPS) website – *type the medicine name (brand name or generic name) into the search function* Emergency Medical Kit Guide, provided to Kit Holders by Primary Health Care Branch Therapeutic Goods Administration website The Poisons Standard Scheduling of Medicines & Poisons Code of Practice – Schedule 8 Substances: Volume 2 - Storage & Transportation St John Ambulance Northern Territory Cattlemen's Association
References	As above

Implementation, Review & Evaluation Responsibilities

	Method	Responsibility
Implementation	Document will be accessible via the Policy Guidelines Centre and Remote Health Atlas	Health Policy Guidelines Program
Review	Document is to be reviewed within three years, or as changes in practice occur	Atlas Development Officer, Primary Health Care CAHS
Evaluation	Evaluation will be ongoing and informal, based on feedback.	Atlas Development Officer, Primary Health Care CAHS

Evidence Table

Reference	Method	Evidence level (I-V)	Summary of recommendation from this reference
N/A	N/A	N/A	N/A