



<b><u>Disposal of Unusable or Expired Methoxyflurane</u></b>  <b>Procedure</b>	<b>Policy Number</b>	<b>2007-01</b>
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	Compliance	All NSW Units

## **1. Introduction**

Methoxyflurane is treated by St John (NSW) as a restricted medication. When it is out of date or damaged, it must be disposed of in an accountable manner. The vast geographical spread of membership within St John (NSW) makes the central collection and disposal of methoxyflurane impractical and resource intensive. To ensure a high standard of responsible management of methoxyflurane, St John (NSW) has developed this procedure to ensure a uniform and sustainable approach to disposal of this medication is adhered to.

## **2. Disposal of Unusable /Expired Stock for Destruction**

Expired or unusable methoxyflurane should be taken to a local pharmacy for disposal. The procedure below outlines this process.

- Two members count the balance of the store of methoxyflurane
- Any expired stock is removed from the store and recorded in the Register of Restricted Medications (RRM) in accordance with the completion guide
- The quantity removed is also entered on the 'Methoxyflurane for Disposal Form'
- Both members sign the register and close the store
- The member who is going to take the methoxyflurane to the pharmacy should complete and sign their section of the 'Methoxyflurane for Disposal Form'
- The member who takes the methoxyflurane to the pharmacy is required to take their St John (NSW) identification card with them and show it to the pharmacist on arrival
- The member should introduce himself or herself and provide an explanation of the request to the pharmacist. This should include provision of a copy of the letter from the Assistant Commissioner (Clinical) attached in Appendix 2 of this document.
- Once the pharmacist agrees to the process, the member should assist the pharmacist in understanding the documentation procedure on their section of the 'Methoxyflurane for Disposal Form'
- Once complete, the 'Methoxyflurane for Disposal Form' should be returned to the store or methoxyflurane and kept with the register where it will be included in the Scheduled Audit process.

### **3. Methoxyflurane for Disposal Form**

- The *Methoxyflurane for Disposal Form* must accompany any methoxyflurane delivered for disposal. This form can be found as an appendix to the *Medication Handling Policy*.
- Please ensure that this form is completed without error.
- This form must be kept for a period of 7 years at a local level.
- Instances of stock being removed for disposal without an accompanying form will be treated as a discrepancy.

# Appendix 1 – Methoxyflurane for Disposal Form



St John Ambulance Australia (NSW)

## Methoxyflurane for Disposal Form

Complete this form and have it signed by a pharmacist at the receiving pharmacy.

Division or group sending methoxyflurane to local pharmacy for disposal:

\_\_\_\_\_

Name of store that methoxyflurane has been taken from:

\_\_\_\_\_

If your division/group has more than one store of methoxyflurane, please record which store these units have been removed from (E.g.: Disaster Kit 1). If your division only has one store of methoxyflurane just write "Main Store".

Name and address of local pharmacy that will be receiving methoxyflurane for disposal:

\_\_\_\_\_

Date removed from store: \_\_\_\_\_

Date given to pharmacy: \_\_\_\_\_

Name of member delivering: \_\_\_\_\_

Position of member delivering: \_\_\_\_\_

Name of Pharmacist receiving: \_\_\_\_\_

**Number of methoxyflurane removed for disposal:** \_\_\_\_\_

St John (NSW) Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, the St John (NSW) member declares that at the time of removal from the store/safe, the number of units of methoxyflurane removed matches the number recorded on this form and in the Register of Restricted Medications

### Pharmacist to Complete

**Number of units received:** \_\_\_\_\_

Pharmacist Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing above, the pharmacist confirms that the quantity delivered for disposal is congruent with the quantity recorded on this form only. There is no requirement for the pharmacist to see the Register of Restricted Medications.

Form to be retained at a local level with the Register of Restricted Medications for review upon audit

## Appendix 2 – Letter to Pharmacists from Assistant Commissioner (Clinical)



Dr David Fahey CStJ  
Assistant Commissioner – Clinical  
St John Ambulance Australia (NSW)  
C/- St John House NSW  
9 Deane Street  
Burwood  
NSW 2134

Dear Pharmacist,

### **Re: Disposal of expired or unusable methoxyflurane**

St John Ambulance Australia (NSW) (St John (NSW)) clinical volunteers are *authorised persons* under the NSW Poisons and Therapeutic Goods Regulation 2008 to carry and administer Methoxyflurane to patients in accordance with our clinical protocols. St John (NSW) is a large organisation with many small groups of First and Advanced Responders located in communities across the state. Methoxyflurane is centrally ordered and distributed by St John (NSW) and each unit, using our Register of Restricted Medications (RRM) keeps an account of stock movement. Many divisions within St John (NSW) will hold stock that expires before it can be used. In order to increase the accountability of our medication handling process, we ask that divisions take their expired stock to local pharmacies.

I would ask that if possible, you assist us by taking any expired methoxyflurane from the barer of this letter to aid our divisions in being responsible with their expired medications. The member who brings the stock to your pharmacy should also bring a "Methoxyflurane for Disposal Form" with them, which they will ask you to sign. This will verify the quantity of methoxyflurane that you have received. This form is then kept with the RRM and our quality and compliance auditing system ensures these forms are matched up with the relevant entries in the RRM. As-such there is no requirement for you to see or sign the RRM, and you take not responsibility for the stock count on the RRM.

I thank you for your assistance and accommodation of our request, and your contribution to our responsible use of medications in New South Wales.

Kind Regards,

Dr David Fahey CStJ  
BAppSc, MBBS(Hons), FANZCA, DipIMC(RCSEd)

Assistant Commissioner – Clinical  
St John Ambulance Australia (NSW)

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**DOCUMENT ENDS**