Loss or theft of a Schedule 8 or Schedule 4D drug in a public health facility

Immediately notify Director of Pharmacy (or Director of Nursing where no pharmacist employed)

Director of Pharmacy (or DON) to:
1. Immediately notify loss/thief to Pharmaceutical Services - email completed Notification of Loss or Theft of Accountable Drugs form (http://www.health.nsw.gov.au/PublicHealth/Pharmaceutical/resources.asp) to pharmserv@doh.health.nsw.gov.au
2. If robbery has occurred, report to Police
3. Complete an Incident Information Management System report (IIMS) if required under local LHD protocol
4. Within 24 hours of notification in IIMS, complete a Reporting Incident Brief (RIB) in accordance with Ministry of Health Policy, if required (a)

Notification is registered at Pharmaceutical Services

Resubmit revised Notification of Loss or Theft of Accountable Drugs form to Pharmaceutical Services if details additional to the initial notification become available

Note:
(a) See Incident Management Policy PD2007_061. A RIB is to be completed for SAC 1 incidents, ‘clinical’ incidents, and ‘corporate’ incidents. Note that an incident involving criminal activity in or related to the workplace (including theft of medication) is classified as a ‘corporate’ incident.