

DRUG LOSS, INCIDENT OR DISCREPANCY REPORT FORM

for Pharmacies, Hospitals, Remote Health Centres, Aged Care Facilities, General Practice Surgeries, Alcohol and Other Drug Services etc.

Event details			
Date of report		Date of incident	
Location			
Drug/s involved		Quantity	
Nature / description of event:			
Investigation Details (action taken to investigate or correct situation)			
Specific action taken to investigate / resolve	(e.g. police contacted, patient contacted, record reconciliation)		
What follow-up is required and by whom:			
What actions have been taken to minimise reoccurrence:			
Most likely cause of discrepancy	<input type="checkbox"/> Theft/diversion	<input type="checkbox"/> Error with measuring/dosing device	
	<input type="checkbox"/> Record keeping error (missing paperwork)	<input type="checkbox"/> Dispensing error	
	<input type="checkbox"/> Over/Under supply to intended recipient	<input type="checkbox"/> Over/under supply from wholesaler/ward/pharmacy	
Relevant Incident ID	(eg RiskMan, Police job number)		

Person responsible for maintaining relevant register (MPTGR - Regulation 50)

Person making this report..... of (service)

Position.....Signature.....Date.....

Return the completed form to Medicines & Poisons Control by email:

poisonscontrol@nt.gov.au.

1 November 2023 | Version 1

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What to report

Reporting discrepancies with your S8 register is mandatory under the Medicines, Poisons and Therapeutic Goods Act 2012. You must report instances where you become aware that a substance you must keep a register for (eg Schedule 8 medicines) has been lost, misappropriated (negative or excess balance) or stolen. Your local Policy may also require you to report the loss of Restricted or Controlled Schedule 4 medicines.

You can also use this form as record for other high risk activities such as forged prescriptions.

Who must keep a register (Regulation 50)

People who are authorised to prescribe or supply Schedule 8 medicines must keep a register. This includes:

- **The nurse in charge of a ward or department of a hospital** – For the ward or department
- **The nurse in charge of a residential facility** - For the residential facility
- **The person in charge of a declared place** – For the declared place
- **A doctor** – For each premises from which the doctor practises, other than a hospital
- **A dentist** – For each premises from which the dentist practises
- **A podiatrist** – For each premises from which the podiatrist practises
- **The pharmacist-in-charge of a pharmacy or pharmacy department** – For the pharmacy or pharmacy department
- **The person in charge of an ambulance service** – For the premises from which the ambulance service operates
- **A nurse** – For each premises from which the nurse practises, other than above
- **A midwife** – For each premises from which the midwife practises, other than above
- **A veterinarian** – For each premises from which the veterinarian practises

What will happen

Information provided to Medicines and Poisons will be recorded and if further investigations are required you may be contacted.

Criminal activity (forgery, stolen medicines)

The Act requires reporting of presentation of forged prescriptions to Police. Stolen medicines should also be reported. Mandatory reporting under AHPRA may apply, contact AHPRA for more information and support. Health Practitioners' should engage their professional indemnity insurer for further advice.