

# First-Aid Kit Licence Application

This summary has been prepared by the Health Protection Service to assist applicants in understanding key application requirements and licensing provisions. Before completing this application form, you are strongly urged to read the *Medicines, Poisons and Therapeutic Goods Act 2008 and Regulation 2008* (at [www.legislation.act.gov.au](http://www.legislation.act.gov.au)) to ensure full compliance. Failure to comply with ACT legislation renders a person liable to prosecution.

Please ensure that:

- All the information on the form is correct;
- All sections of the form have been completed;
- All necessary documentation to support the licence application is attached (e.g. proof of qualifications of RNs and paramedics);
- You have signed the required declarations on the form; and
- The required fee is being paid.

Cheques should be made payable to ACT Health. GST is not applicable under section 81-5 of the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)*.

## Key legislative provisions:

The key provisions for the application and granting of a first-aid kit licence are included in the *Medicines, Poisons and Therapeutic Goods Act 2008* Chapter 6 and the *Medicines, Poisons and Therapeutic Goods Regulation 2008* at part 14.3. If granted, a licence will confer the following authorisations and responsibilities on the licence holder and to other persons authorised under the licence.

## A first-aid kit licence-holder is authorised to:

- Issue a complying purchase order for an authorised medicine for the first-aid kit.
- Obtain on a purchase order an authorised medicine for the first-aid kit.

*(Authorised medicine: medicine stated in first-aid kit licence, pharmacy medicine or pharmacist only medicine for kit).*

A first-aid kit licence-holder or other persons authorised under the licence are authorised to:

- Possess an authorised medicine as part of a first-aid kit for the emergency treatment of a person's medical condition.
- Supply an authorised medicine to someone else who is authorised under the licence to administer the medicine.
- Administer an authorised medicine in the first-aid kit if the person believes on reasonable grounds that the administration of the medicine is necessary for the emergency treatment of a person's medical condition.

If authorised to possess a controlled medicine, a first-aid kit licence-holder must:

- Ensure controlled medicines are stored in a locked first-aid kit.
- Ensure the security of the key for a first-aid kit.

Keep controlled medicines registers at the premises where the controlled medicines are kept and keep a first-aid kit register for each first-aid kit. Each page in a controlled medicines register must relate to a single form and strength of a controlled medicine.

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