



Circular 027:18

Date: 15th February 2018

Subject: Methoxyflurane – Reminder of Process & Obligations for Pain Management

Attention: Medical Officers, Patrol Captains & Pain Management Qualified Lifeguards

Action: Review pain management processes and currency of qualifications

Circulars are available at: <http://lifesaving.org.nz/lifesaving/lifesaving-operations-circulars/>

Clubs that hold Methoxyflurane are reminded of the processes below for administering, reporting and ordering obligations surrounding analgesics:

Who can administer Methoxyflurane?

Only currently refreshed Pre Hospital Emergency Care qualified Lifeguards who:

- Have attended the Pain relief module and therefore have been registered as competent in the administration of analgesia. (refreshed biannually)
- Hold a **current standing order** in their name from the SLSNZ Medical Director.

Please note: A copy of each standing order must be on site – SLSNZ recommend this is kept in the back of club POM or inside the Methoxyflurane storage cabinet.

Storage and security requirements for Methoxyflurane:

- Only clubs, patrols or services with members / staff qualified to administer Methoxyflurane are permitted to hold stock of the units.
- **These units must be stored in a secure locked cabinet in the first aid room when not required on the beach.**
- During patrol hours the units may be removed from the secure cabinet by a trained member and placed in the beach / first response kit; at the conclusion of operations for the day, the units must be returned to the secure cabinet.

Required Reporting & forms for administering Methoxyflurane:

As Methoxyflurane is a controlled drug you are required to complete the following three forms per use:

- SLSNZ Incident Report Form
- SLSNZ Patient Information Report Form
- SLSNZ Pain Relief Report Form

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Replacement and Disposal of Methoxyflurane units:

- For units **Used** on patients;
 - o **Patient Information Form** and **Pain Relief Report form** sent to SLSNZ with a **Replacement Order Form**.
 - o Used units can be disposed of by clubs or given to paramedics.
- For units that have **Expired** (are outside of use-by date);
 - o The expired unit and **Replacement Order form** must be sent to SLSNZ for disposal and replacement.

Key Documents:

[SLS037 Use of Methoxyflurane](#) – Policy document with full details on storage, qualification and usage.

[Standing Order for Methoxyflurane](#) – Must be completed and submitted by all currently PHEC and Pain Management qualified Lifeguards every two years.

[SLSNZ Pain Relief Report Form](#) – To be completed with every use of Methoxyflurane, as well as the standard SLSNZ Patrol Incident and Patient Report Forms. All three forms are to be submitted with replacement order forms.

[Methoxyflurane Replacement Order Form](#) – To be completed and sent to SLSNZ whenever a replacement unit is required. Form must be accompanied by either, expired canisters or completed report forms from use.

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