

SUBJECT: EMS MEDICATIONS**SECTION:** 302.09**REVISED:** JANUARY 10, 2010**PAGE(S):** 2

PURPOSE

This policy is to assure the safe storage, administration and restocking of all medications utilized in the department protocol. This will also provide a tracking mechanism for any unused or wasted controlled substance not given to the patient during care.

PROCEDURE

- A. All medications will be kept inside each ambulance within the drug bag. The medication will be secured inside the drug bag sealed with a numbered tamper-proof tag.
- B. At the beginning of a shift, the on-coming paramedic will verify that the drug bag tag is secure. The drug bag number and the tamper-proof tag number shall be recorded on the medic check sheet.
- C. If the tag is not intact or the number is not verifiable, a complete inventory should be taken immediately and a supervisor shall be notified.
- D. All medications shall be available for inspection by the Ohio Department of Public Health, EMS System Coordinator, or any other authorized individual.
- E. Each usage of a controlled substance must be documented on the patient care report and drug locker log. All of the following information is to be completed:
 1. Date of administration
 2. Time of administration
 3. Patient name
 4. Drug and dose given
 5. Drug amount wasted
 6. Total amount of drug
 7. Paramedic signature
 8. Witness signature, RN at receiving hospital (waste)
- F. Any controlled substance that has not been administered must be properly disposed. The amount wasted must be noted on the patient care report and witnessed by a nurse or physician at the receiving hospital.
- G. Every Sunday, all drug bags and the drug restock locker shall be inspected and logged. The drug bag logs shall be completed and given to the EMS Officer for review and filing. The drug restock locker log book shall be completed and left in the locker for review and use. Any discrepancies (missing medication, broken seals, etc.) should be reported to the shift supervisor immediately.
- H. Any deviation in quantity shall be fully documented and reported to the shift supervisor.

- I. If controlled substances are missing, notification will be made to the on-duty supervisor, the EMS Supervisor, and the Fire Chief, and notification will also be sent to the medical director.
- J. In the event the bag containing the medications has been tampered with, it will be reported to the on-duty supervisor, the EMS Supervisor, Fire Chief, and medical director. If it is determined that there may have been criminal activity, the police will be notified for investigation.
- K. All restock medications are stored in a locked cabinet in the alarm room and should be restocked upon return. All practices shall be in accordance with law/policy as dictated by the Ohio Board of Pharmacy.