

TRURO FIRE RESCUE

GENERAL ORDERS

G.O. #110 DRUG SECURITY POLICY EFFECTIVE 11-18-99

Intent:

The intent of this order is to provide a secure method of purchasing, storing, using and replacing drugs used in ALS treatment in accordance with State, Federal, and CIEMSS requirements. It is also the intent of this order to describe a method of maintaining a consistent and accountable way to document drug checks, inventory, and changes due to use or expiration.

Definitions:

Secured - the term "secured" shall mean that the drug(s) are stored in a safe, locked location, out of sight and accessible only by use of a key. The term secured shall also include consideration for correct storage temperature and in original, sealed packaging, free of defects or contamination.

Unattended - the term "unattended" shall mean that Truro Fire Rescue personnel are not within a distance capable of observing any entry into the patient compartment of the ambulance where drugs are stored.

Locked - the term "locked" shall mean the box or compartment is secured by means of a key or combination lock.

Sealed - the term Sealed@ shall mean the use of a numbered, breakable seal in place of a lock. Seals are used on portable boxes.

Check - the term "check" means to visually and physically verify the integrity of drugs by observing packaging, temperature, security, and expiration date.

Procedure:

1. Drug Storage:

All drugs shall be secured in sealed boxes or locked cabinets at all times except when in use by ALS personnel.

IV solutions are not considered drugs for the purpose of this procedure and may be stored unlocked.

2. Morphine and Valium:

ALS personnel shall secure in a sealed or locked portable box AND inside a locked ambulance cabinet when not in use Morphine & Valium. This Double-locked procedure is required by regulation.

Morphine and Valium will be removed only for use as ordered or for inspection as required.

3. Drug Expiration:

Expiration dates shall be listed for all drugs on the *Monthly Medication Inventory* form.

Each time a drug is replaced because of use or expiration, the form shall be updated by drawing a single line through the expiration date of the drug used and indicating the new date next to the drug name.

A complete inventory shall be done on the first of each month. A new form shall be completed to replace the previous month's form even if no drugs are used or have become outdated.

4. Signing Drug Logs:

Paramedics are responsible to initiate the drug log daily. Paramedic and EMT may perform the check and sign the drug log.

Completed drug logs shall be retained; completed sheets should be forwarded to the Rescue O.I.C. for filing.

5. Drug Exchange, Expired Medications:

Medications shall be exchanged first with the Hospital most likely to have the same or similar packaging when practical. Most, if not all replacements for expired or outdated medications are charged to the department, anticipate filling out requisition forms as may be required by each hospital.

Expiration dates of replacement drugs should be checked each time an exchange is made to insure we have the longest possible storage time before replacement is again necessary.

Drugs shall be exchanged on the first day of each month, one month prior to expiration.

Example: A drug dated for October would be exchanged on September.

It is acceptable to swap out medications during a trip to the hospital near the end of the month if feasible. If this is done, the log shall be updated to reflect new expirations and a new sheet made out on the first of the month.

6. Drug Exchange, Medications Used On Patients:

Medications used on patients shall be replaced according to the policy and methods available at each hospital.

Requisition forms may be required and shall be filled out as necessary.

Unused Morphine or Valium must be wasted in front of a nurse and documented on the requisition for replacement.

7. Reporting of Discrepancies:

Any discrepancies in quantity or security matters shall be noted on the drug log form and reported to the Fire Chief immediately.

In the absence of the Chief, any discrepancies shall be reported to the Officer in Charge, in either case, a report detailing the circumstances of the incident shall be written and filed with the Chief.

Discrepancies shall also be reported to the Director of the Cape and Islands Emergency Medical Services System as soon as practical, but no later than the next regular business day.

8. Keys:

Only certified Paramedics will retain keys for access to all drugs, with the exception of Oxygen and Glucose for oral administration, and EPI pens to be used by trained EMTs.

9. General Drug Security:

Whenever the ambulance is unattended for any period of time, all drugs shall be secured as described above.

10. Violation of Drug Security Procedures -

Any variance from these procedures, illegal or fraudulent actions, or any actions contrary to the conditions under which a license or registration is issued for the storage and use of drugs to Truro Fire Rescue shall be prohibited and subject to disciplinary action including discharge.