



Informational Bulletin

Medication Accountability

Date: January 10, 2018

Number: 18.001

Effective Date: January 10, 2018

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

A few issues regarding medication control have come to light as of late. Here are a few reminders to help you succeed. All of these bullet points have been pulled directly from the SOG's or OP's.

1. All areas used for the storage of medications and administration devices shall be locked.
2. Narcotics will be inventoried every Monday morning in all units housed in each station. The Inventory Control Log will be filled out completely with the required information.
3. All other medications will be inventoried on the 1st day of each month in the 24 hour stations. The Inventory Control Log will be filled out completely with the required information.
4. The 12 hour stations will perform this inventory on the first working day of the month. The Inventory Control Log will be filled out completely with the required information.
5. At the beginning of each shift, the employee(s) performing the daily vehicle check-out on the unit assigned to DFREM personnel will do a cursory examination of the narcotics box in the unit to verify that the seal is unbroken and that drug containers are intact. They will also verify that all other medications are present in the required quantities and that all vials/containers are unbroken and ready for use.
6. All medications will be kept current to within 30 days of expiration. It is strongly advised that all medications should be exchanged when they are within 60 days of expiration
7. At no time should any medications be left around the stations. If a medication is replaced the old medication should be taken back to the pharmacy. We should not be holding/storing any extra medication in the stations.

Questions regarding this bulletin should be directed to BC Arft.