

Fauquier County Department of Fire Rescue

OPERATING PROCEDURE

No. 303



Narcotics Storage

Effective Date: May 30, 2017
Revision Date: June 27, 2017

Page 1 of 2
Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

PURPOSE

To provide employees with a procedure for keeping an accurate inventory of all drugs used by employees of Fauquier County Fire Rescue.

SCOPE

The following procedures are designed to be followed by all employees of the Department. The procedure shall be followed to insure proper care, use and security of all drugs assigned to be used by the Department. Any deviation from this procedure must be approved by the battalion chief charged with EMS program management responsibilities.

I. PROCEDURE

- A. It shall be the responsibility of the station lieutenants to ensure that compliance with all protocols regarding the use and storage of all controlled substances. In situations where no lieutenant is assigned to a station, the battalion chief charged with EMS program management will ensure compliance as described above.
1. All controlled medications shall be kept in an approved drug box in the form and quantity approved by the current medical authority having jurisdiction as well as all local, state, and federal laws and mandates.
 2. Only EMT Intermediates or Paramedics shall have access to the controlled medication box.
 3. The patient compartment, in which the medication box is carried on the apparatus, shall be kept locked whenever the vehicle is left unattended.
 4. The medication box shall be checked as soon as possible after shift change for strict compliance to the approved inventory. Any problems shall be called to the company officer's attention who will notify the battalion chief. Should no officer be present, notification shall be made to the battalion chief.
 5. If a medication box is provided for a particular piece of apparatus and there is not an ALS provider assigned to that unit on a given day, the medication box and medication box compartment must remain locked at

Desire to Serve

Ability to Perform

Courage to Act

Narcotics Storage		No. 303
Effective Date: May 30, 2017	Revision Date: June 27, 2017	Page 2 of 2

all times, except for a period when other equipment is being removed from the compartment. If the medication box is not taken to the scene and remains with the apparatus, the compartment must be locked.

B. Medication Bag/Narcotics Box/ Security Procedures

1. On first day of each month, an inventory of each medication box shall be completed.
2. On every Monday, all narcotic boxes shall be accounted for and a written log shall be maintained.
3. At the beginning of each shift, the narcotics box shall be inventoried. If no ALS provider is assigned to the unit, the off going ALS provider must complete this check with the relief crew member.
4. It shall be the station lieutenant's responsibility to see that this procedure is carefully adhered to. In situations where no lieutenant is assigned to a station, the battalion chief charged with EMS program management will ensure compliance as described above.
5. It shall be the responsibility of the on-shift Battalion Chief to periodically check the apparatus, the medication boxes and the medication cabinets for strict compliance to this procedure.