

Fauquier County Department of Fire Rescue

OPERATING PROCEDURE

No. 303



Prehospital Medication Security and Accountability



Effective Date: February 2, 2018

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Revision Date: March 25, 2021

Forms: FRF 916, 940, 941, 947, 955, 956

Approved By: Darren L. Stevens, Fire Rescue Chief

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PURPOSE

To establish a policy and procedure for the acquisition, storage, security, disposal and exchange of pre-hospital medications to include controlled substances.

SCOPE

This procedure applies to all operational personnel within the Fauquier County Department of Fire, Rescue and Emergency Management and the Fauquier County Volunteer Fire and Rescue Association and its associated departments to ensure that medications are adequately managed and accounted for, including the Controlled substances (see appendices) carried by EMS units within Fauquier County.

I. GENERAL POLICY

Virginia Pharmacy Board of Regulations, Section 18 VAC 110.20-690.B of the Code of Virginia states: "Persons or entities which may be registered by the board shall include, but not be limited to, hospitals without in-house pharmacies, ambulatory surgery centers, outpatient clinics, and Emergency Medical Services agencies provided such persons or entities are otherwise authorized by law and hold required licenses or appropriate credentials to administer the drugs for which the registration is being sought."

<https://law.lis.virginia.gov/admincode/title18/agency110/chapter20/section500/>

II. MEDICATION SECURITY

1. All areas used for the storage of medications and administration devices shall comply with requirements established by the Virginia Board of Pharmacy and the Virginia Office of Emergency Medical Services (See Section 12VAC 5-31-520 regarding the storage and security of medications and related supplies).

<https://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section520/>

Desire to Serve

Ability to Perform

Courage to Act

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2. All vehicles owned by Fauquier County Department of Fire, Rescue and Emergency Management and the various volunteer services will maintain a lockable, interior cabinet where medications are to be stored. This cabinet is to remain locked at all times when medications are present. The vehicle will also be equipped with an electric recordable locker for storage of controlled substance kits. The controlled substance kit shall not be stored in any location except for these electronic lockers and the locker will only be opened to access medications for patient care or inventory of controlled substances.
 - a. The only exception to the storage of controlled substances will be on the EMS Supervisor assigned unit. These medications will be stored behind two locks as required by all applicable law.

3. Medications and controlled substance kits shall be removed from vehicles and stored in a properly maintained, secure area (in station electronic locker) when the vehicle is not in service. If a vehicle is to remain out of service for a period greater than 5 days, the medications & controlled substance kit from that vehicle is to be turned in to the hospital pharmacy for storage.

4. Any employee that becomes aware of a medication that is missing, or has been inadvertently discarded shall notify his/her EMS Supervisor and Battalion Chief immediately. The employee will follow up as soon as is practical with a written report using the Medication Discrepancy Report Form (FRF 916). If a controlled substance medication exist due to the discrepancy it will be secured by the on duty EMS supervisor or Battalion Chief.

5. Only EMT Intermediates or Paramedics shall have access to the controlled substance electronic lockers.

III. INVENTORY

1. All medications will be inventoried utilizing the following schedule:
 - a. Controlled substances will be inventoried every Monday morning in all units housed in each station. The Inventory Control Log (PSTRAX) will be filled out completely with the required information.
 - b. All other medications will be inventoried on the 1st day of each month in the 24 hour stations. The inventory will be documented utilizing PS Trax and ordering of required inventory will be accomplished utilizing FRF 940.
 - c. All other medications will be inventoried on the 1st day of each month. The Inventory Control Log (PSTRAX) will be filled out completely with the required information.

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- d. EMS Supervisor's one for one controlled substances will be inventoried and checked for tampering every shift as soon as practical at shift change. This shall be documented using the person-to-person pass on FRF 955 or 956, depending on the controlled substance (see Appendix A), which shall be signed by both the off going and on coming EMS Supervisor.
- e. 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 controlled substances 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.
- f. 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.

IV. MEDICATION REPLACEMENT/ EXCHANGE

- 1. A controlled substance kit will be exchanged when the tag has been broken and/or medication(s) have been used from the kit or when the listed expiration date is within 60 days of expiration.
- 2. Whenever a patient is transported to Fauquier Hospital, the controlled substances kit shall be exchanged with the nursing staff in the emergency room from the Pyxis system.
- 3. Whenever a controlled substance kit is utilized for a patient who is either transferred to air medical or is transported to any hospital other than Fauquier Hospital, the controlled substance kit shall be exchanged at the Fauquier Hospital Pharmacy or, if needed to expedite unit availability, may be exchanged with the on duty EMS Supervisor. Documentation procedures utilizing the FRF 941 remain the same. Once the EMS Supervisor has exchanged the controlled substance kit with another unit, they shall exchange the used controlled substance kit with the Fauquier Health pharmacy as soon as feasibly possible.
- 4. Any controlled substances which have been partially utilized will be disposed of in the presence of two persons, both of whom shall be EMS providers. Controlled substances shall be disposed of in the presence of a witness who signed for waste. Any waste of narcotic medication shall be documented on FRF 941.
- 5. All medications, other than controlled substances, are to be exchanged on a one-for-one basis. Medications will be exchanged using the supply provided in the Emergency Department re-supply area. If the supply of the particular medication being exchanged is not in adequate supply to affect an exchange, the employee will go to the hospital pharmacy to exchange the medication(s).

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6. All medications that are carried only by the EMS Supervisor and require a one for one exchange, shall be documented on FRF 947 for replacement. The waste of “drawn up” or unused controlled substances will be disposed of in the same manner described in section IV, 4 of this document and recorded on the FRF 947 as well.

7. Medications that require replacement due to expiration, will be listed on FRF 940 form and emailed to the Fauquier Hospital pharmacy. All replacement forms will be filled out and sent to the pharmacy by the 3rd of the month. The following Monday/Tuesday, the DFREM Courier will distribute all of the medications to the appropriate stations. When possible, the station shall give the expiring medications to the DFREM Courier so they can be returned to the pharmacy.

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Appendix A:

Controlled substances carried by Fauquier County EMS units.

| <i>Medication</i> | <i>Class</i> | <i>Schedule</i> |
|----------------------------|--------------------------|-----------------|
| Morphine | Opiate | II |
| Fentanyl (Sublimaze) | Opiate | II |
| Versed (Midazolam) | Benzodiazepine | IV |
| Ketamine (Ketalar) | NDMA receptor antagonist | III |
| <i>EMS Sup. Medication</i> | <i>Class</i> | <i>Schedule</i> |
| Ativan (Lorazepam) | Benzodiazepine | IV |
| Phenobarbital (Solfoton) | Barbiturate | IV |