

Fauquier County Department of Fire Rescue

OPERATING PROCEDURE

No. 303



Prehospital Medication Security and Accountability



Effective Date: February 2, 2018

Page 1 of 3

Revision Date: February 25, 2019

Forms: FRF 916

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PURPOSE

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

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.

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, out-patient 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."

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).
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.
3. Medications and medication kits shall be removed from vehicles and stored in a properly maintained, secure area when the vehicle is not in service. If a vehicle is to remain out of

Desire to Serve

Ability to Perform

Courage to Act

Pre-Hospital Medication Security and Accountability		No. 303
Effective Date: February 2, 2018	Revision Date: February 25, 2019	Page 2 of 3

service for a period greater than 5 days, the drug bag & narcotics pack from that vehicle is to be turned in to the hospital pharmacy for storage.

4. Any employee that becomes aware of medication that is missing, or has been inadvertently destroyed, will notify his/her station officer or 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).
5. Only EMT Intermediates or Paramedics shall have access to the controlled medication box.

III. INVENTORY

1. All medications will be inventoried utilizing the following schedule:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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. Narcotics packs will be exchanged when the tag has been broken and/or narcotics have been used from the pack or when the listed expiration date is within 60 days of expiration.
2. Any narcotics that have been “drawn up” will be taken to the Emergency Department and “wasted” at that time. Disposal of medication will be performed in the presence of a Registered Nurse (RN). Partially used vials/amps, or other containers, will be disposed

Pre-Hospital Medication Security and Accountability		No. 303
Effective Date: February 2, 2018	Revision Date: February 25, 2019	Page 3 of 3

of in an appropriate container in the Emergency Department, also in the presence of an RN. All appropriate waste forms shall be filled out.

3. All medications, other than narcotics, 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).
4. Medications that require replacement due to expiration, will be listed in the appropriate form and faxed/mailed 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 should give the expiring medications to the DFREM Courier so they can be returned to the pharmacy.