

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Controlled Substances
Policy:	417.00
Purpose:	To provide procedures for the receiving, handling, recording, and disposal of medications classified as controlled substances by the DEA.

Policy:

Storage

All controlled substances will be stored in a locked container when not being accessed.

The container will be stored in a locked vehicle, in a secured area in command staff vehicles, and the stock supplies will be secured in a safe or suitable locking containment area in the south Branch Commanders' office.

Staffing Change

A Controlled Substance inspection and inventory will be completed any time there is a staffing change of a paramedic on a unit, at a minimum of once per day.

The inspection will be completed with both the off going and on coming Paramedic and will be documented on the Controlled Substance Vehicle Log.

Administering/Wasting

Documentation in the Controlled Substance Vehicle Log will be completed any time a controlled substance is administered and/or wasted.

Any controlled substance to be wasted, in part or in whole, must be wasted in the presence of a Physician, Nurse, OCEMS Paramedic, or OCEMS EMT. The witness will print and sign his/her name on the written log.

The on duty Branch Commander is to be notified immediately if there is any discrepancy between the actual and documented Controlled Substance inventory.

Medication errors and reactions shall be reported to the physician who ordered the medication, the receiving physician, and the OCEMS Medical Director.

Inventory

1. *Branch Commander:*

- a. At shift change, and with every change of Branch Commander, the off going and oncoming Branch Commander will jointly examine all of the controlled substances in storage and verify that all are accounted for and free from damage. This examination will be documented in the appropriate log in the manner described in the written log section.
- b. At every change of shift, all controlled substances carried on the Branch Commander's vehicle will be examined and inspected to ensure that no items are out of date, deteriorated, or damaged. A record of this inspection is made in the appropriate log and will include the medication, the date, results of the inspection, and the legibly printed names, EMS unit numbers, and signatures of the persons completing the inspection. If any deteriorated, damaged or out of date materials are found, they must be transferred for final disposition.

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

2. *Vehicles:*

- a. ALS vehicles will be stocked with narcotics as outlined with current ALS Protocols. At shift change, and with every change of the paramedic in charge, the oncoming and off going paramedics in charge will jointly inspect the controlled substances and verify that all are accounted for, free from damage and debris, the plastic covers rotate freely (where applicable), and any/all seals are intact. This inspection is noted in the appropriate log in the manner described in the written log section.
- b. If a vehicle needs to have a controlled substance replaced after usage or because the drug has expired, the paramedic in charge will contact the on duty Branch Commander and request the appropriate drug. The name of the drug, expiration date, amount received, if the drug was used or expired, printed name and signature of the paramedic receiving the drug, and the printed name and signature of the Branch Commander is to be documented on the written log.

Replacement

The Paramedic will meet with the on duty Branch Commander to obtain replacement of Controlled Substances.

All controlled substance replacements need to be documented in the Controlled Substance Vehicle Log.

The minimum amount of controlled substances on a vehicle before mandatory restocking needs to occur*:

1. 300mcg fentanyl
2. 500mg ketamine
3. 10 mg Valium
4. 10 mg Versed

*Exceptions to the minimum inventory will be made when specific medications are unable to be obtained due to national drug shortages. The Planning and Training Section Commander will work with the Medical Director(s) to determine alternative medications/dosages.

If controlled substances need to restocked contact the on duty Branch Commander to determine if the unit will be placed out of service until restocking has occurred.

Written Logs

1. Branch Commander:
 - a. A written log with permanently numbered pages is maintained for each controlled substance kept at the south Branch Commander's office. This log will include: date of inventory, additions or deletions from stock, notation of the daily inspection, and the signatures of those persons completing the inventory. The written log will be kept for a period of at least two years and separate from all other files.
2. Vehicles:
 - a. A written log with permanently numbered pages is maintained for each controlled substance kept in the locked compartment. This log will include: the vehicle number, EMS unit numbers and signatures of the paramedics completing the inventory, medication name, medication unit quantity, expiration dates, run report numbers, the legibly printed name, certification number, and signature of the administering paramedic(s), and the legibly printed name, EMS unit numbers, and signatures of those persons completing the inventory.

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Accountability and Compliance:

Discrepancies

1. Branch Commander:
 - a. In the event that any discrepancy is noted concerning the log or controlled substance stored at the south Branch Commander's Office, three (3) actions are to be taken:
 - i. The Branch Commander finding the discrepancy will immediately notify the Operations Section Commander via e-mail.
 - ii. The Branch Commander will investigate the incident and submit a report giving the facts surrounding the discrepancy.
 - iii. The Operations Section Commander will investigate the incident and immediately report the findings to the EMS Chief, Public Safety Director, and the Medical Director for final disposition.
2. Vehicles:
 - a. In the event that any discrepancy is noted concerning the log or the controlled substances carried on the vehicles, five (5) actions are to be taken:
 - i. The paramedic finding the discrepancy will immediately notify the Branch Commander verbally and in writing.
 - ii. The Branch Commander will document, in writing, the facts surrounding the discrepancy.
 - iii. The Branch Commander will meet with the paramedic for the replacing of stock and to conduct an investigation. The Branch Commander will use his/her discretion in determining if an additional written report is required.
 - iv. The Branch Commander will notify the Operations Section Commander.
 - v. The Operations Section Commander will review the incident, investigate further, if necessary, and report his/her findings to the EMS Chief, Medical Director, and Public Safety Director for final disposition.

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