



Veterans Medical Transport

ALS Medication Storage and Disposal Policy

Provided by
ELITE HEALTHCARE
Medical Director: Randy Chronic, MD
2021

Subject: Central Drug Supply Cabinet

Objective:

To make available to ALS units sufficient quantities of medications required to perform at the ALS level at all times while in-service.

To provide a rapid system of re-supply of essential medications to ALS units, which is intended to eliminate out-of-service times and unnecessary travel for restocking. The re-supply procedures will ensure that all medications obtained and distributed are done in a secure and approved manner.

Storage of Medications:

Stocks of medications in the central drug cabinet will be kept in a locked cabinet and storage area maintained within a temperature range consistent with the USP requirements.

All drugs will be maintained in the original packages in the drug and IV boxes as well as in the central supply cabinet, as required by Georgia Law.

Pharmaceuticals and IV fluids shall not be left unattended on vehicles unless such vehicles are maintained in environmentally controlled facilities, or the pharmaceuticals or fluids are kept in environmentally controlled boxes in the patient compartment or in the patient compartment when the compartment is maintained at a temperature within the range specified by pharmaceutical/fluids manufacturers, and such vehicles are locked. Pharmaceuticals/fluids shall not be left outside of kits on open shelves or compartments.

The ALS Supply Officer will complete a weekly inventory.

In the event that any medications are found missing the company may institute mandatory drug testing for all personnel that may have had access to the central drug cabinet.

Controlled Substances shall be stored under double lock and key requiring a minimum of two (2) people present to gain access.

Drug Cabinet Access:

Only individuals authorized by the Administrative Director and the Medical Director will be allowed access to the central drug cabinet. Only persons approved by the Administrative Director and the Medical Director will be allowed to distribute medications to the drug boxes on the EMS units.

The appropriate box inventory form will be completed anytime a box is re-supplied. The Administrative Director will maintain the form as well as maintain an electronic history of the boxes.

There must be a minimum of two (2) people present anytime a controlled substance box is re stocked and inventoried or any other time that the Controlled Substance Lock box is opened.

Final Disposition:

All expired medication with the exception of controlled substances shall be kept in a separate area away from the stock medication until they are disposed of or returned to the contract pharmacy. All expired Controlled substances shall be secured under double lock and key in a separate area away from the stock medication until they are disposed of or returned to the contract pharmacy. The ALS Supply Officer will maintain an inventory of all expired medication. All expired medication shall be disposed of following the guidelines of the USP / Georgia Law.

Subject: IV Box Policy

Objective:

To make available to ALS units sufficient quantities of IV fluids required to perform at the appropriate patient care based on their level of care at all times while in-service and to ensure that your service is in compliance with all applicable laws

To provide a rapid system of re-supply of essential IV fluids to units, which is intended to eliminate out-of-service times and unnecessary travel for restocking. The re-supply procedures will ensure that all medications obtained and distributed are done in a secure and approved manner.

Procedure:

All IV fluids will be maintained in the original packages in the drug and IV boxes as well as in the central supply cabinet, as required by Georgia Law.

When the numbered seal of an IV box is broken for **any** reason, it must be re-sealed with an appropriate numbered seal as described below:

- If the original numbered seal of the box is green and only one or two items are used and the box is still useable (i.e. one Normal Saline used), the box shall be re-sealed with a yellow numbered seal.
- If the box is opened a 2nd time and again, the only items used leave the box still useable, then re-seal the box with the 2nd yellow numbered seal
- The 3rd time the box is opened **or** anytime the box is depleted enough that it is not useable, the box shall be re-sealed with a red numbered seal.

Once your box has been sealed with a red numbered seal, contact the on-duty commander to arrange a box swap.

Anytime a box is opened, an IV/RX usage form MUST be completed and placed inside the box before it is re-sealed with the appropriate numbered seal. If any medications (including IV fluids) are used, then a copy of the PCR must also be included with the usage form. If nothing is used, then simply fill out the form and note that nothing was used.

IV Box Inventory:

All personnel who maintain IV boxes (on the behalf of the company and the Medical Director) are required to perform a complete secure inventory on these boxes and to affix their signatures to the appropriate inventory form at the time of the inventory.

Expiration dates on all IV fluids will be adhered to and must be checked at each inventory. The box will expire the date of the earliest expiration of a contained drug.

Securing the IV Box:

Each in-service drug box will be secured in the ambulance when not in use. Each in-service IV box shall ALWAYS be secured with a numbered seal as described above.

Spare IV boxes will be secured in the supply area with a numbered seal.

Missing / Damaged IV Fluids:

In the event that a medication is either missing or broken the following procedure should be followed:

1. The person finding the discrepancy will immediately notify the On-Duty Commander.
2. The On-Duty Commander will notify the Administrative Director.
3. The person finding the discrepancy shall complete a discrepancy form and place it in the box.

Subject: Drug Box Policy

Objective:

To make available to ALS units sufficient quantities of medications required to perform at the ALS level at all times while in-service and to ensure that your service is in compliance with all applicable laws

To provide a rapid system of re-supply of essential medications to ALS units, which is intended to eliminate out-of-service times and unnecessary travel for restocking. The re-supply procedures will ensure that all medications obtained and distributed are done in a secure and approved manner.

Procedure:

All drugs will be maintained in the original packages in the drug and IV boxes as well as in the central supply cabinet, as required by Georgia Law.

When the numbered seal of a RX box is broken for **any** reason, it must be re-sealed with an appropriate numbered seal as described below:

- If the original numbered seal of the box is green and only one or two items are used and the box is still useable (i.e. one Proventil used), the box shall be re-sealed with a yellow numbered seal.
- If the box is opened a 2nd time and again, the only items used leave the box still useable, then re-seal the box with the 2nd yellow numbered seal
- The 3rd time the box is opened **or** anytime the box is depleted enough that it is not useable, the box shall be re-sealed with a red numbered seal.

Once your box has been sealed with a red numbered seal, contact the on-duty commander to arrange a box swap.

Anytime a box is opened, an IV/RX usage form MUST be completed and placed inside the box before it is re-sealed with the appropriate numbered seal. If any medications (including IV fluids) are used, then a copy of the PCR must also be included with the usage form. If nothing is used, then simply fill out the form and note that nothing was used.

Drug Box Inventory:

All personnel who maintain drug boxes (on the behalf of the company and the Medical Director) are required to perform a complete secure inventory on these boxes and to affix their signatures to the appropriate inventory form at the time of the inventory.

Expiration dates on all medications will be adhered to and must be checked at each inventory. The box will expire the date of the earliest expiration of a contained drug.

Securing the Drug Box:

Each in-service drug box will be secured in the locked compartment of the unit when not in use. Each in-service drug box shall ALWAYS be secured with a numbered seal as described above.

Spare drug boxes will be secured in the supply area with a numbered seal.

Keys:

- Maintaining the security of the drug box is the responsibility of the paramedic.
- The paramedic shall keep the key to the lockable truck compartment on his/her person or within reach at all times
- The key will not be left in the compartment door or in the unit at any time.

Missing / Broken Medications:

In the event that a medication is either missing or broken the following procedure should be followed:

1. The person finding the discrepancy will immediately notify the On-Duty Commander.
2. The On-Duty Commander will notify the Administrative Director.
3. The person finding the discrepancy shall complete a discrepancy form and place it in the box.
4. If the medication is missing the box is to be red sealed and placed in the Administrative Director's office.
5. If the medication is broken the box is to be red sealed and placed in the supply area to be inventoried and re-sealed.
6. All medication discrepancies (missing / broken) will be investigated, as required by the state, by a person designated to do so by the Administrative Director and/or Medical Director.
7. The Administrative Director will be responsible in reporting the discrepancy to the Medical Director
8. In the event that any medications are found missing the company may institute mandatory drug testing for all personnel that may have had access to the drug box in question.

Subject: Controlled Substance Box Policy

Objective:

To make available to ALS units sufficient quantities of controlled substance medications required to perform at the ALS level at all times while in-service and to ensure that your service is in compliance with all applicable laws

To provide a rapid system of re-supply of essential controlled substance medications to ALS units, which is intended to eliminate out-of-service times and unnecessary travel for restocking. The re-supply procedures will ensure that all controlled substance medications obtained and distributed are done in a secure and approved manner.

Procedure:

All drugs will be maintained in the original packages in the controlled substance boxes as well as in the central supply cabinet, as required by Georgia Law.

When the numbered seal of a Controlled Substance box is broken for any reason, it must be re sealed with an appropriate numbered seal as described below:

- If the original numbered seal of the box is green and only one or two items are used and the box is still useable (i.e. one Valium used), the box shall be re-sealed with a yellow numbered seal.
- The 2nd time the box is opened or anytime the box is depleted enough that it is not useable, the box shall be re-sealed with a red numbered seal.

Once your box has been sealed with a red numbered seal, contact the on-duty commander to arrange a box swap.

Anytime a box is opened, an IV/RX usage form MUST be completed and placed inside the box before it is re-sealed with the appropriate numbered seal. If any medications (including IV fluids) are used, then a copy of the PCR must also be included with the usage form. If nothing is used, then simply fill out the form and note that nothing was used.

Controlled Substance Box Inventory:

All personnel who maintain drug boxes (on the behalf of the company and the Medical Director) are required to perform a complete secure inventory on these boxes and to affix their signatures to the appropriate inventory form at the time of the inventory.

Expiration dates on all medications will be adhered to and must be checked at each inventory. The box will expire the date of the earliest expiration of a contained drug.

There must be a minimum of two (2) people present anytime a controlled substance box is re stocked and inventoried.

Securing the Controlled Substance Box:

Each in-service drug box will be secured in the locked compartment of the unit when not in use. Each in-service drug box shall ALWAYS be secured with a numbered seal as described above.

Spare drug boxes will be secured in the controlled substance lock box inside the drug cabinet with a numbered seal.

Keys:

- Maintaining the security of the drug box is the responsibility of the paramedic. • The paramedic shall keep the key to the lockable truck compartment on his/her person or within reach at all times
- The key will not be left in the compartment door or in the unit at any time.

Administration

At no time shall a controlled substance be administered without a written or verbal order from a physician. If you get an order relayed through a nurse, make sure they advise you of the physician's name PRIOR to administration.

Morphine MUST be diluted PRIOR to administration. (10mg/1cc + 9cc NS = 10cc at 1 mg/cc.)

Wasting of Controlled Substances:

In the event that only a portion of a Controlled substance was used, the paramedic will find a Nurse or Doctor at the receiving facility to witness the wasting of the unused portion. The Nurse or Doctor will sign the as a witness on the IV/RX usage form. In the event you cannot locate a Nurse or Doctor to witness the waste then immediately contact the On-Duty Commander.

Any waste of Controlled Substances WILL BE DOCUMENTED on the PCR in the narrative section. Documentation will include the drug, amount wasted and witness name.


AT NO time shall partners act as witness to waste of Controlled Substances.


Missing / Broken Medications:

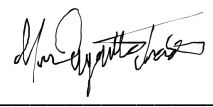
In the event that a Controlled Substance medication is either missing or broken the following procedure should be followed:

1. The person finding the discrepancy will immediately notify the On-Duty Commander.
2. The On-Duty Commander will notify the Administrative Director.
3. The person finding the discrepancy shall complete a discrepancy form and place it in the box.
4. If the medication is missing the box is to be red sealed and placed in the Administrative Director's office.
5. If the medication is broken the box is to be red sealed and placed in the supply area to be inventoried and re-sealed.
6. All medication discrepancies (missing / broken) will be investigated, as required by the state, by a person designated to do so by the Administrative Director and/or Medical Director.
7. The Administrative Director will be responsible in reporting the discrepancy to the Medical Director
8. In the event that any medications are found missing the company may institute mandatory drug testing for all personnel that may have had access to the drug box in question.

Approved by:

Signature:  Date: 2024-04-01
Medical Director

Signature:  Date: 2024-04-01
EMS Director

Signature:  Date: 2024-04-02
Pharmacy Representative