



Veterans Medical Transport

Medication Storage and Disposal Policy

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

Subject: Central Drug Supply Cabinet In Office

Objective:

To make available to BLS units sufficient quantities of medications and IV supplies required to perform at the BLS level at all times while in-service

To provide a rapid system of re-supply of essential medications and IV supplies to BLS 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 and IV fluids will be maintained in the original packages in the drug and IV box 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 BLS 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.

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. The BLS 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 and Drug Box Policy

Objective:

To make available to BLS units sufficient quantities of IV fluids and medications 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 and medications 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 and medications 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 reseal 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 usable, 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 and Drug Box Inventory

All personnel who maintain IV and 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 IV fluids and 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 IV Box:

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


Spare IV and Drug boxes will be secured in the office with a numbered seal. These will be distributed only by individuals authorized by the Administrative Director or Medical Director.


Missing / Damaged IV fluids or Medications:

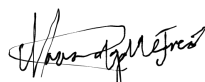
In the event that an IV fluid or medication is either missing or broken the following procedure should be followed:

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

Approved by:

Signature:  _____ Date: 2024-04-01
Medical Director

Signature:  _____ Date: 2024-04-01
EMS Director

Signature:  _____ Date: 2024-04-02
Pharmacy Representative