**Section 400 – Emergency Operations**

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| Emergency Medical Response – 402.00 | | | |
| S.O.P # 402.02 | **Storage & Handling of Controlled Medications** | | Page: 1 of 5 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**402.02.01 Purpose**

The purpose of this SOP is to establish procedures governing the proper storage, handling and custody of controlled medications and shall be applied uniformly by all personnel and in all locations at which controlled medications are stored, transferred, administered or wasted.

**402.02.02 General**

Per OAR 855-080-0070 and federal regulation 21CFR 1304.04, the Officer responsible for supplies shall maintain all records pertaining to the purchase, destruction, distribution, or inventory of controlled medications for a minimum of 3 years.

**402.02.3 Daily Duties**

1. At the beginning of each day, personnel will perform a complete inventory of the controlled medications on each apparatus and in the EMS supply room at station 2101. Expired medications will be inventoried any time medications are added. Inventory Logs for current and expired medications shall be completed as per the Inventory Log section of this document. Two paramedics or officers are required to inventory and sign the EMS supply room-controlled medications lockbox.
2. Personnel will verify the total dosage, expiration date(s), and presence of tamper seals for each syringe/vial of controlled medication.
3. Personnel shall inspect these medications for clarity or degradation. This shall be done in a manner that does not open the medication syringe/vial, or cause removal/alteration of any tamper seal.
4. The Duty Officer (DO) or Officer responsible for supplies shall be notified immediately if there are any discrepancies in the amount of medication in the syringes/vials, if there is medication missing that has not been recorded in the inventory log, if any tamper seals are opened/broken, or if the medication appears cloudy The DO or Officer responsible for supplies shall inform the Chief or Assistant Chief of the incident as soon as possible after receiving such reports.

**402.02.04 Apparatus Storage**

1. It is the policy of JCEMSD that all Schedule II controlled medications stored on an apparatus will be in a lock box. Schedule III and IV Medications may be stored unlocked.
2. It is the policy of JCEMSD that all controlled medications be monitored via an inventory log.
3. The regular inventory of controlled medication carried on medic units is as follows:
   1. Fentanyl
   2. Morphine Sulfate
   3. Midazolam
   4. Lorazepam
   5. Ketamine

**402.02.05 Restocking Controlled Medications**

1. Replacement controlled medications may be added to each apparatus as needed and shall be signed out of the EMS supply room lock box by two paramedics or officers, and signed in to the apparatus inventory log, as per the Inventory Log section of this document. The replacement controlled medications are found in the EMS Supply Room lock box.
2. The Officer responsible for supplies shall order controlled medications through an authorized prescription medication distributor with a properly completed DEA form 222, if applicable. The Officer responsible for supplies will coordinate the completion of the DEA form 222, which will be forwarded to the Physician Advisor for approval prior to order of the medication.

**402.02.06 Outdated Controlled Medications**

1. Expired controlled medications will be removed from service on the last day of the month, or other date as indicated on the container. The expired medication will be placed in the controlled substance lock box that is clearly labeled “EXPIRED CONTROLLED MEDICATIONS” in the supply room by the Officer. Expired medications shall be signed out of the apparatus inventory log and signed into the “Expired Medications” inventory log as per the Inventory Log section of this document. Each medication will be inspected prior to placing the medication into the Expired Controlled Medication safe. Inspect all tamper seals, clarity, color, degradation of medication and ensure the container/packaging has not been altered. Notify the DO or Captain responsible for supplies and Chief or Assistant Chief immediately if any of the above are present.
2. The Officer responsible for supplies will coordinate the reverse distribution of the expired controlled medications for destruction as required by the DEA. The Officer responsible for supplies will see to the documentation and return of expired controlled medications.

**402.02.07 Inventory Log**

1. Daily Counts on apparatus:
   1. When performing a daily count, record the following on the inventory log:
      1. Date.
      2. Time.
      3. Amount of medication present.
      4. Write “count” in the “patient name” column.
      5. Sign the log.
2. Daily Counts on the EMS Supply Room safe and refrigerated lockbox: Two personnel are required to open the EMS supply room safe and refrigerated lockbox at all times.
   1. When performing a daily count, both personnel will record the following on the inventory log:
      1. Date.
      2. Time.
      3. Amount of medication present.
      4. Write “count” in the “patient name” column.
      5. Both personnel sign the log.
3. Administering Medication
   1. When a controlled substance is administered to a patient, record the following on the inventory log with the initials and call sign of the paramedic who administered the medication:
      1. Date.
      2. Time.
      3. Patient name.
      4. Amount given and wasted for each medication.
   2. If any portion of the controlled medication is wasted the controlled inventory log must be initialed by the administering paramedic and the witness to the waste.
4. Adding to Apparatus Stock
   1. When a controlled substance is added to apparatus stock, record the following on the apparatus inventory log, then sign the log:
      1. Date.
      2. Time.
      3. Amount of medication added.
      4. Write “add” in the “patient name” column.
      5. After adding to stock, balance the log on the next line down by summing the previous count or balance with your recently added stock, write “count” in the “patient name” column, then sign the log and record.
   2. As a controlled substance is added to apparatus stock, it is also removed from supply room stock. Two personnel must be present to open the supply room safe. Record the following on the supply room inventory log:
      1. Date.
      2. Time.
      3. Amount of medication removed.
      4. Write “add to 21xx (apparatus number)” in the “patient name” column.
      5. After removing from stock, balance the log on the next line down by summing the previous count or balance with your recently removed stock, write “count” in the “patient name” column, then both personnel sign the log.
5. Expiring Medications from Apparatus Stock or EMS Supply room
   1. When a controlled substance is expired, record the following on the apparatus inventory log or EMS Supply room log, then sign the log:
      1. Date.
      2. Time.
      3. Amount of medication expired.
      4. Write “expired” in the “patient name” column.
      5. After expiring, balance the log on the next line down by summing the previous count or balance with your recently expired stock, then sign the log. Place the expired medication in the Expired Medication Lockbox in the medication cabinet in the supply room.
   2. As a controlled substance is expired from apparatus stock or EMS Supply room, it is also added to the Expired Medication Lockbox. Inspect the medication as required above. Record the following on the expired medication inventory log:
      1. Date.
      2. Time.
      3. Amount of medication added.
      4. Write the apparatus number it was removed from or EMS Supply room in the “patient name” column.
      5. After adding, balance the log on the next line down by summing the previous count or balance with your recently removed stock, then sign the log.
6. When the controlled substances form is entirely completed, transfer the quantities of each medication into the “balance forward” line on a new form and sign. Return all completed controlled substance forms to the Captain responsible for supplies.