

LEON COUNTY E.M.S.
Standard Operating Guideline

Title: Storage, Use and Replacement of Time Dated Drugs and Supplies

CAAS: 203.03.02

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I. PURPOSE:

To provide a guide for meeting requirements of DEA and FL State Bureau of EMS on non-controlled drugs, IV fluids and dated supplies.

II. GUIDELINE:

All requirements of the DEA and FL State Bureau of EMS on non-controlled drugs, IV fluids and dated supplies will be met by LCEMS. Non-narcotic medications and IV fluids not assigned to vehicles will be stored in a locked climate controlled storeroom in the EMS Division.

III. PROCEDURE:

Non-Controlled Drugs, IV Fluids and Dated Supplies (Controlled Drugs– Refer to SOG 407.00)

1. Vehicle Inventory

On the first of the month, the Shift Supervisor will have the on-duty LCEMS crew's inventory and confirm date compliance of all drugs, IV fluids and dated supplies on the ambulances, using the monthly Vehicle Drug, IV Fluid and Dated Supplies Expiration Inventory Form. All outdated non-narcotics or damaged drugs, IV fluids, or dated supplies will be pulled and stored in the "Expired Drugs Box" located in the Soiled Utility Room until they are properly disposed of by the Supply Technician.

2. Inventory/Ordering of Narcotic and Non-Narcotic Medications, IV Fluids and Dated Supplies

A. Monday through Friday, the department's Supply Technicians monitor all supply room item levels and orders stock PRN.

B. During the first week of each month, the process includes inventory of supplies and checking the expiration dates of all IV fluids, narcotic medications,

non-controlled drugs and dated supplies in stock. Any out-of-date items will be removed and replaced. The non-narcotic out-of-date items will be stored in the “Expired Drugs Box” located in the Soiled Utility Room until they are properly disposed of.

C. Narcotic medications expired will be stored in a locked box designated as expired narcotics and will be disposed of by the Logistician in accordance with DEA standards by a DEA approved reverse distributor. Proper DEA forms will be completed and filed (Refer to SOG 407.00)

D. Depleted IV fluids, non-narcotic medications and dated supplies in the ambulances will be resupplied via the LCEMS Supply Technicians or EMS staff.

3. Temperature Extremes

A. The temperature in drug cabinets aboard ambulances will be monitored and documented daily as part of the vehicle check-in process. If a cabinet is found to be out of compliance with established standards then the crew will immediately notify the on-duty supervisor and logistics personnel to replace all medications and IV fluids in the cabinet found out of compliance.

B. Temperature in the drug cabinets will be monitored by portable thermometers that will mark the highest and lowest temperatures reached, allowing the crew members to know, upon truck check in, that the medications and IV fluids were exposed to extreme temperatures.

C. Medication and IV fluids will be removed from the drug cabinets if temperatures reach, or exceed, 104° F (40° C) and discarded (this is defined as “extreme heat” by the United States Pharmacopeia 10.30.80.). Medications and IV fluids will also be removed and discarded if temperatures in the drug cabinet drop below 14° F (-10° C) (this is defined as the highest degree of “freezer” range by the United States Pharmacopeia 10.30.10.).