

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Controlled Substance Administration and Documentation

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I. PURPOSE:

The purpose of the Leon County E.M.S. Controlled Substance Policy is to provide guidelines for and documentation of the security, storage, use and replacement of controlled substances and to provide a guide for meeting DEA and DOH requirements.

II. GUIDELINE:

All procedures and requirements of this SOG and the DEA and DOH pertaining to controlled substances will be met.

III. PROCEDURE:

1. Scope / Applicability

- a. The procedures of this SOG apply to all employees and agents of Leon County E.M.S.
- b. For the purposes of this SOG controlled substances are Morphine Sulfate, Fentanyl, Versed, Dilaudid, Succinylecholine, Rocuronium and Valium. This list will be expanded if Leon County E.M.S. adds other controlled substances meeting DEA regulations.

2. Positions with access to controlled substances

- a. The following employees are authorized to access controlled substances stored in the logistics area: Chief, Deputy Chiefs, Major, Captains, Lieutenants, Sergeants and Supply Technicians.
- b. Paramedics are authorized to access controlled substances located on their units. The controlled substances should only be accessed at the beginning and end of their shift, when the senior paramedic changes, and when necessary to administer a controlled substance.

3. Security and Storage of controlled substances

a. Logistics

- i. All controlled substances not in use on a staffed unit will be stored in the controlled substance safe located in the logistics area at headquarters.
- ii. The controlled substances safe will remain locked at all times and will only be opened when necessary to distribute or collect controlled substances. The safe combination will only be distributed to employees who are designated as requiring access under this SOG. The combination will be changed from time to time.
- iii. The logistics area is under continuous digitally recorded video surveillance. Cameras are positioned outside the door to the storage area room and inside the storage area room where the controlled substance safe is located.
- iv. Access to the storage area room is controlled by Sonitrol security access cards. The door to the storage room will remain shut and locked at all times when unattended. Only employees identified as requiring access to controlled substances under this SOG will be granted access. The Sonitrol system creates a log with the date, time and person who accessed the storage room door. In case of system or power failure, the shift operations supervisor and logistics personnel are the only employees in possession of a key to open this door. Sonitrol access authorization will be reviewed from time to time to assure that only employee who require access to this area have been granted such access.
- v. The storage room will be climate controlled to maintain an appropriate temperature of the controlled substances.
- vi. Deteriorated or expired controlled substances will be stored in the safe in a clearly marked quarantined container, separate from usable stocks.
- vii. One Narc Box will be distributed to each ALS in-service unit or special event unit that originates at headquarters at the beginning of the shift. The paramedic taking responsibility for the controlled substances will visually inventory the contents of the Narc Box through the Plexiglas window. They will assure that the Box is sealed with a serial number tag. The paramedic will also verify the expiration dates on the expiration dates of the medications.

- viii. Anytime that the serial numbered seal is removed from a Narc Box the serial numbered usage report shall be completed. This report records the Narc Box number, the serial numbered sealed removed, the reason the seal was removed and the new serial numbered seal placed on the box.

b. Field

- i. Controlled substances will be issued from logistics and will be locked and sealed in a Narc Box. The Narc Box will be secured at all times with a serial numbered tag seal and pad lock.
- ii. Narc Boxes are stored in the locked controlled substance cabinet located on all ambulances.
- iii. The paramedic will be issued keys for the pad locks and the controlled substance cabinet. The keys will remain in the possession of the paramedic throughout the shift.
- iv. The storage area will be climate controlled to maintain an appropriate temperature of the controlled substances.
- v. The controlled substances will only be accessed at the beginning and end of the shift and when necessary to administer a controlled substance.
- vi. Controlled substances will only be stocked on units that are in service. The controlled substances will be removed from the out of service units and returned to the logistics storage area.
- vii. Controlled substances used at special events will be issued from the logistics area and will be secured in a Narc Box as outlined in this SOG. The paramedic who signs out the controlled substances will assure security throughout the event. If there is not an appropriate location to lock the Narc Box, the paramedic will maintain possession of the Narc Box for the entirety of the special event, until it is returned to the logistics storage area.
- viii. Any time that crew members change on a unit before the end of the scheduled shift for that unit, the controlled substances shall be inspected as outlined in section III(3)(a)(vii) of this SOG.
- ix. All documents related to narcotic use/inventory are maintained by the on-duty Supervisor or Supply Technician in accordance with 64J-1.004 (4c).

4. Inventory of controlled substances

a. Logistics

- i. A perpetual inventory of the controlled substances contained in the controlled substances safe will be recorded for each controlled substance covered by this SOG. Controlled substances secured in Narc Boxes are not included in this inventory and are inventoried separately.
- ii. A daily reconciliation of the perpetual inventory and the actual contents of the safe will be done by the logistics personnel and on-duty supervisor. A separate daily reconciliation of the Narc Boxes will be maintained.
- iii. The amount of controlled drugs located in the supply room safe will be monitored and documented daily by logistics personnel. At all times there shall be a minimum of 10 and a maximum of 50 carpjects/vials each of Morphine Sulfate and Fentanyl located in the safe (excluding those already in locked and sealed Narc Boxes). In addition, there shall be a minimum of 10 and maximum of 50 carpjects/vials each of Valium and Versed located in the supply room safe (excluding those already in locked and sealed Narc Boxes).
- iv. Narc Boxes that are issued from logistics will be signed in and out on the daily sign-in sheet. This sheet shall be serial numbered and record: the date issued, serial number of the seal, person received by, date returned, and person returned to.

b. Fixed Station Units

- i. The keys required for access to the controlled substance will be transferred from the off going paramedic to the oncoming paramedic; this will be accomplished through a face to face transfer.
- ii. The paramedic taking responsibility for the controlled substances will open the seal and inspect the contents. They will assure that the Narc Box is sealed with a serial numbered tag and locked with a pad lock. The paramedic will also verify the expiration dates on the expiration report attached to the Narc Box.
- iii. This inspection will be recorded on a daily basis by recording the Narc Box number and serial numbered tag on the daily controlled inventory sheet. Both the off going and on coming paramedic shall sign the record.

- iv. The supervisor will be notified immediately if there is any question as to the integrity of the controlled substances or the serial numbered seal.
- v. Once the inspection is complete and properly recorded the on coming paramedic is responsible for securing the controlled substances in accordance with this SOG.

5. Narc Box preparation

- a. Narc Boxes will be numbered and prepared for distribution by personnel authorized in section III. 2. a. of this SOG.
- b. For inventory purposes, each Narc Box will be assigned a unique identification number. A perpetual inventory of Narc Boxes will be maintained and reconciled on a daily basis.
- c. One Narc Box will be prepared for each EMS unit. A use of controlled substance report form will be attached to each box.
- d. The Narc Box will contain (based on manufacturer availability): Morphine Sulfate, Sublimaze (Fentanayl), Diazepam (Valium), Ketorolac (Toradol), Midazolam (Versed), and Etomidate (Amidate) vials, carpuments, prefilled syringes, and/or auto injectors.
- e. Each medication shall be inspected to assure that it is sealed and that the fluid inside is not discolored. Each label will be inspected to assure that the medication is the correct dose and is not expired.
- f. Carpuject syringe devices controlled substance usage cards will be kept in the controlled substance cabinet in each unit.
- g. In addition to the Narc Box described above (III.5.d and III.5.e), the supervisor response vehicle will also contain no more than 10 yet no less than 2 vials of Succinylecholine. It will also contain no more than 10 yet no less than 2 vials of Rocuronium. Succinylecholine and Rocuronium will be stored in a sealed lock box that is stored within a locked cooler. The on-duty supervisor will sign for the keys to these locks at shift change and make note of the seal numbers in the daily log.
- h. It is the responsibility of the on-duty supervisor to ensure that all Narc Boxes are accounted for; either locked in the safe or on the active trucks. The on-duty supervisor will monitor the log and check any outstanding lock numbers with the LCEMS crews from time to time.

6. Use of controlled substances

- a. Controlled substances will only be administered to patients who meet the criteria as established by Leon County E.M.S. treatment and transport standing orders / protocols or when ordered to be administered by a qualified physician.
- b. Controlled substances may only be administered by paramedics. Prior to administration the paramedic should verify the following:
 - i. The order received for medication administration
 - ii. The name of the medication
 - iii. The dose and route of the medication administration
 - iv. The expiration date of the medication
- c. Administration of controlled substances will be reported to medical staff taking over care of the patient at the receiving facility.
- d. Record of use of controlled substances will be made on the patient information forms that are left at the receiving facility.
- e. Record of use of controlled substance will be recorded on the patient pre hospital treatment record. The following information will be recorded:
 - i. patient's name who received the controlled substance
 - ii. date the controlled substance was administered
 - iii. time the controlled substance was administered
 - iv. amount of the controlled substance that was administered
 - v. route that the controlled substance was administered
 - vi. name of the medical command physician who authorized the administration of the controlled substance
- f. The paramedic will complete the use of controlled substance report form and provide all information requested on the form.
- g. The unused portion of the controlled substance will be disposed of by the paramedic who administered the medication while being witnessed by one other clinician; for example, their partner or a hospital RN. The witness will complete the waste witness section of the use of controlled substance report. The waste section of the ePCR must also be completed and signed.
- h. All re-supply of controlled substances will occur at the logistics area of headquarters as soon as possible after the administration of the controlled substance and in accordance with section III (5) of this SOG.

- i. The paramedic who administered the controlled substance shall document the administration on Controlled Substance Usage report log. This report documents the patients name, date, incident number, medication given, amount given, amount wasted, who replaced the medication, the serial numbered seal numbers, the paramedic who administered the controlled substance and the Narc Box number used.
- j. After the Narc Box has been re-supplied and the proper paperwork has been completed, that same Narc Box will be given back to the crew for continued use on their unit.
- k. In situations where immediate re-supply is not possible a ready Narc Box may be distributed to the unit. In these instances the paramedic will sign the used Narc Box back in and the newly assigned Narc Box out on the daily sign in sheet.

7. Records Storage

- a. All current controlled substance documentation will be kept in the controlled substances safe.
- b. Dated controlled substance documentation is kept in a locked filing cabinet in headquarters. For storage and security purposes these records will be maintained as medical records.

8. Monitoring of Expiration of controlled substances

- a. Expiration dates are checked each time the controlled substance is issued and returned. It is the responsibility of all personnel to monitor and return for exchange any outdated controlled substance.
- b. All expired controlled substances shall be stored in the safe in a quarantined area that is easily identified.
- c. Expired controlled substances shall be disposed of through a DEA approved reverse distributor.