

**CCEMS**  
**OPERATIONS POLICY 100-25**  
**CONTROL OF NARCOTICS & CONTROLLED SUBSTANCES**

**I. PURPOSE**

- 1.1 To ensure responsibility for the administration, tracking, security and monitoring of narcotics and controlled substances at all Stations.
- 1.2 To set the policy for the quantity of narcotics and controlled substances that will be placed on each ambulance.
- 1.3 To establish a system for reporting discrepancies involving narcotics or controlled substances.

**II. POLICY**

- 2.1 Paramedics are responsible for the overall administration, tracking and security of all narcotics and controlled substances.
- 2.2 The central supply room, located at Station 2, will serve as the main storage area for all narcotics and controlled substances. **CCEMS considers Ativan and Versed controlled substances.**
- 2.3 The supply room is secured with a digital Trilogy lock. Employees must enter their password to make entry. It is the responsibility of all CCEMS personnel to assure the supply room remains secured at all times.
  - 2.3.1 Morphine Sulfate and Versed will be stored in the narcotic safe located within the locked drug cabinet in the supply room.
  - 2.3.2 Ativan will be stored in a snaplocked container within the locked refrigerator in the supply room.
- 2.4 Outlying Stations are only permitted to carry narcotics and controlled substances in the drug kits, located on the ambulance. Outlying Stations are prohibited from storing narcotics and controlled substances in any other location.
- 2.5 Each ALS unit will carry the following narcotics and controlled substances:
  - 2.5.1 **Morphine Sulfate**: Each unit will carry two vials (or 20mg) in the "first in" drug kit.
  - 2.5.2 **Versed**: Each unit will carry two vials (20mg) in the "first in" drug kit.
  - 2.5.3 **Ativan**: Each unit will carry 2 vials (or a total of 4mg) in the "first in" drug kit.
  - 2.5.4 **Fentynal**: Each unit will carry 5 vials(or a total of 10ml)
- 2.6 Employees will follow **SOP 100-21 (Snap Lock Procedure)**, when restocking controlled substances and narcotics.
- 2.7 On-coming crews are permitted to replace narcotics and controlled substances used by the off-going crew.
- 2.8 The Station 2 duty crew is the only individuals permitted to carry keys to the narcotic safe. This crew will witness and document all items taken and replaced in the narcotic safe.

- 2.9 An approved CCEMS paramedic, assigned by Leadership, will be responsible for tracking, ordering and reporting all information related to narcotics used by CCEMS.

### III. PROCEDURE

- 3.1 A narcotic and controlled substance storage will be maintained in a secure safe at Station 2, located in the supply room. The stock and log book will be examined at the end of each shift to ensure compliance and accuracy. This will be done by both crew members at Station 2. Employees are strictly prohibited from checking stock counts on their own. In addition, employees are prohibited from obtaining their partner's key and checking stock on their own. Individuals found to be in violation of this policy will receive strict corrective action.
- 3.1.1 While performing the controlled medication audit at Station 2, the paramedic, along with his or her partner, must reconcile the contents of each drug with the narcotics administration sheet.
- 3.1.2 If a discrepancy in the count occurs, an "**Unusual Occurrence Form**", SOP 100-06, (Attachment A) must immediately be completed and signed by the crew that discovered the error. In addition, immediate contact will be made with a member of Leadership. The incident report form will be forwarded to the Director for possible follow-up with the Ohio State Board of Pharmacy.
- 3.2 Paramedics that administer narcotics or controlled substances to patients must do the following:
- 3.2.1 Wasted amounts must be witnessed by an RN at the receiving facility or by another crew member in the event an RN is not available.
- 3.2.2 **Inventory Log**: Document and initial the date, time, dosage given and amount wasted, if any. This will be done on the run report and the narcotic inventory log (Attachment A).
- 3.2.3 **Electronic reports: (Mobile EMS)**: Crews will document all drugs given and wasted in the patient care report. Crews will use the waste record and use form (Attachment B) which is to be carried in all units and used each time a drug is given to a patient including Oxygen. The form will be submitted along with other ancillary documents and dropped in the secure filing cabinet which will become a part of the patient's treatment record.
- 3.3 During the controlled medication audit, the approved individual should inspect each drug box to ensure the integrity of the package or vial has been maintained. If there is suspected alteration in package or vial integrity, the following must take place:
- 3.3.1 Crew must complete an "**Unusual Occurrence Form**" describing the package damage. Report will be verified by witnessing crewmember and forwarded to Leadership.
- 3.3.2 Place damaged package or vial in expired drug cabinet. An approved paramedic will exchange all drugs with the CCMH pharmacy department.
- 3.3.3 Amend stock count on the log book accordingly.
- 3.4 Keys to the narcotics safe and cabinet, at Station 2, must be in possession of the Station 2 duty crew. The keys must be accounted for at the end of every shift by the crew members doing the narcotics count and documented on the narcotic administration record. If a staff

member leaves the shift with the narcotic keys, they are responsible for returning the keys immediately upon awareness of the incident.

- 3.5 Ambulances are only permitted to carry the number of narcotics and controlled substances as outlined in Section 2.5.
- 3.6 On-coming crews are permitted to replace narcotics and controlled substances for the off-going crew. However, the off-going crew will need the date, time and incident number of when the narcotic or controlled substance was used. This information will be placed on the narcotic log sheet located at Station 2 in the supply room.
- 3.7 Employees needing to replace narcotics or controlled substances will need to contact the on-duty medic at Station 2. The Station 2 duty crew is the only crew that has access to the narcotic safe. Administration personnel including the Director, does not have secondary keys for access.
- 3.8 An approved paramedic, assigned by Leadership, will track, order and report all information related to narcotics and controlled substances used by CCEMS. Upon receipt of the ordered narcotics, the approved paramedic must check to see that the drugs, strength, and amount match the information on the packing slip. A copy of the packing slip **MUST** be attached to the narcotic log any time a shipment is received. The original packing slip will be forwarded to the business office. Following review of the packing slip, the approved paramedic must sign in the new medications on the narcotic administration record and correct the count accordingly. A witness should be utilized anytime narcotics are being stocked, replaced or counted. Any discrepancies noted on the packing slip, narcotic log book or in the safe, must be reported immediately to the Director.

Director:



Effective:

12/02/2008

Reviewed: \_\_\_\_\_

Revised: \_\_\_\_\_