

**CCEMS
OPERATIONS POLICY 100-45
SNAP LOCK PROCEDURES**

I. PURPOSE

- 1.1 To assure that all equipment and supplies are secure and accounted for.
- 1.2 To assure compliance with all regulations applicable to the security of pharmaceuticals and other supplies.

II. POLICY

- 2.1 All pharmaceuticals will be secured in snap locked areas or in Central Supply at all times when not being accessed by medical crew personnel for purposes of patient administration, counting, removing, or replacement, in accordance with Ohio State Board of Pharmacy rules. **Personnel will refer to SOP 100-25, "Control of Narcotics" for specific information on securing, maintaining and stocking narcotic drugs.**
- 2.2 CCEMS will only utilize three different colors of snap locks for securing all pharmaceuticals.
 - 2.2.1 **Red snap locks** will only be used on all fully stocked bags, kits and cabinets that contain any type of pharmaceutical.
 - 2.2.2 **Yellow snap locks** will only be used on all incomplete bags, kits and cabinets that contain any type of pharmaceutical.
 - 2.2.3 **Long Tail Blue snap locks** may and only be used on cabinets that contain fully stocked pharmaceutical items in which the red snap lock may be too small to secure the cabinet.
- 2.3 Personnel will utilize the "Snap Lock Log" (Attachment A) of this policy to document all broken and new snap locks.

III. PROCEDURE

- 3.1 CCEMS clinical personnel will use two different colors of snap locks for securing pharmaceuticals in bags.
 - 3.6.1 Personnel will only place red snap locks on fully stocked bags, kits and cabinets. Red snap locks allow all personnel to quickly identify that the bag is full stocked and ready to be used. Red snap locks will be documented in the official snap lock book, located in each unit. Crews must ensure that the snap lock number on the bag, kit or cabinet matches with the number documented in the log book. This must be completed on a daily basis. All discrepancies must be immediately reported to a member of CCEMS Leadership.
 - 3.6.2 Personnel will only place yellow snap locks on bags, kits or cabinets that are missing items. Yellow snap locks allow all personnel to quickly identify that an item is missing. The most common time yellow snap locks will be used is when crews use pharmaceuticals during patient care and then transport to the hospital. Bags, kits and cabinets must be secured at all times, in accordance with the law.

Therefore, crews will place a yellow snap lock on the bag, which shows that an item has been used and needs to be replaced. Yellow snap locks do not need to be documented in the log book. It simply secures the bag, kit or cabinet until the item can be replaced. Once the item is replaced or fully stocked, the crew will replace the yellow snap lock with a red snap lock as outlined in 3.6.1.

- 3.2 Narcotic pharmaceuticals require special attention and have been placed in SOP 100-25. Personnel should refer to this SOP when dealing with any narcotic drugs.

Director: 

Effective: 10/31/2008

Reviewed: _____

Revised: _____