

MARIN COUNTY FIRE DEPARTMENT CONTROLLED SUBSTANCE POLICY



Revised July 2007

MARIN COUNTY FIRE DEPARTMENT

CONTROLLED SUBSTANCE POLICY

DAILY INVENTORY

- The daily inventory of Morphine, Valium and Versed (Versed effective Jan 3, 2005) will be checked by the on-coming paramedic. The inventories will be entered into the appropriate “Controlled Substances Log.” (Appendix A). These logs will be kept in the vehicle’s Controlled Substances Log Binder.
- If the controlled substances have been removed from a unit on a given day and placed in the station lock box (no medic on duty), the log should be completed as indicated in Appendix B. Write “lock box” in the Patient Name section and sign and print the name of the EMT.
- List the current inventory in the “count” column. The on-coming paramedic must sign his/her name or initials and print his/her last name in the “Medic” column. Note example of completed log (Appendix B). If there is a discrepancy with the daily count, immediately notify your Company Officer and the Marin County Fire Department Battalion Chief designated to manage Controlled Substances. Document the incident on an “Explanation/Resolution” form (Appendix C) and fax it to the designated Battalion Chief. Retain original document and attach it to the monthly log.
- If there are not enough spaces to record the entire month, start a new log labeled page two.

USE AND RE-STOCK PROCEDURE

ALL actions related to use must be entered on a separate line.

- List date and the number of syringes used in the “use” column.
- Enter patient name in log with amounts used/wasted. Sign and print your name as the medic that administered the medication in the “medic” column. Waste must be observed and documented by paramedic or RN. Note example of completed log (Appendix B).
- AMBULANCE – Contact Woodacre (during waking hours) and advise the on-duty Company Officer that the Ambulance needs to be restocked with a controlled substance. Advise the Company Officer how many amps/syringes need to be replaced. When returning from the hospital, proceed to Woodacre and pick up medication. Upon pick-up, document the addition of the medication to your log. Have the individual that dispenses the medication sign the last column of log.
- ALS ENGINE – Contact Woodacre Company Officer as per above and arrange pick-up/delivery by licensed personnel.
- Only licensed personnel may transport controlled substances.
- Expired medications must be returned in the proper manner to the designated Battalion Chief.

RE-STOCK BREAKAGE/CONTAMINATION

- Notify Company Officer
- Identify in the “use” column the number of syringes that are broken or contaminated.
- Write “breakage” or “contamination” in patient name section.
- Write the name of the medic who recognized the problem in the “medic” column.
- Identify amount wasted and have this co-signed by paramedic or company officer.
- Document the incident on an “Explanation/Resolution” form and fax it to the designated Battalion Chief.
- Retain original document and attach to monthly log.
- Restock as per procedure outlined above.

RE-STOCK ONE MONTH PRIOR TO EXPIRATION

- Medication shall be removed from service on the first of the month prior to the expiration date listed on the package. Example: If the medication is dated August 2006, remove it from service on July 1, 2006.
- Contact Woodacre (during waking hours) and advise the on-duty Company Officer that you have Controlled Substances for exchange.
- Expired diazepam and versed can be wasted into the sink and witnessed by another licensed individual (paramedic or RN)
- Expired Morphine will be delivered in person (not via interoffice mail).
- The expired medication will be placed in the “EXPIRED” safe at Woodacre, CLEARLY label the medication as “EXPIRED.”
- In unit log, show one “used” and one “added.” Write “Expired” in Patient Name section. Use separate lines for each entry.
- Sign and print name in the “medic” column. Have the individual that delivers the medication sign last column of log.
- Medications in the “Expired” safe will be disposed of on an as needed basis.
- A separate log for expired medications will be maintained in the “Expired” safe.

MONTHLY

- Fax previous months log to the EMS Battalion Chief on the first day of each month. Check box at bottom of form and sign when faxed.
- Place completed log into the Controlled Substances Log binder.
- Start new log with Month, Year, Unit and Par Level identified (the par level is the amount of the drug that is normally stocked on your unit).

RESERVE UNITS

A paramedic must check reserve units that carry controlled substances on a daily basis. If a particular unit is not staffed by a paramedic 24/7, the controlled substances must be secured in a locked cabinet within the station.

CENTRAL SUPPLY PROCEDURES / MANAGEMENT OF SAFES

- Woodacre will maintain a double lock safe to house the controlled substances.
- Only those personnel authorized by the Battalion Chief will have access to the Controlled Substances safes. This will include Company Officers and Battalion Chiefs.
- Keys will be secured by authorized personnel at all times.
- At the time of each dispersal or acquisition, a count will be made of all medications and compared to the log sheet located within the safe (Appendix D).
- Any discrepancies in the count will be reported immediately to the designated Battalion Chief and Medical Director.
- An “Explanation/Resolution” will be completed and faxed to the designated Battalion Chief and Medical Director as soon as possible.
- Designated Battalion Chief will make the necessary reports to the appropriate law enforcement agency. The DEA will be notified and Form 106 will be completed. (Form 106 can be found on the MARIN COUNTY FIRE DEPARTMENT website in the Documents section).

LOCK BOX INVENTORY

In order to maintain the general practice of standardization on the units, the lock box will contain the following items. Minimums and maximums apply only to medications. This allows a buffer to make restocking more convenient and manageable.

TRANSPORT UNITS

<u>Quantity</u>		<u>Item</u>
Minimum 3	Maximum 8	Morphine Sulfate
Minimum 2	Maximum 3	Valium
Minimum 2	Maximum 3	Versed (effective Jan 3, 2005)

NON-TRANSPORT UNITS

<u>Quantity</u>		<u>Item</u>
Minimum 1	Maximum 5	Morphine Sulfate
Minimum 1	Maximum 3	Valium
Minimum 1	Maximum 3	Versed (effective Jan 3, 2005)

All units will carry the following:

Tubex syringe holder	1
Normal saline vials	2
Syringe connectors	as necessary

CONTROLLED SUBSTANCE LOGS

- Each unit will maintain a binder that will contain the following:
 - Current medication log sheet
 - Completed logs sheets for all medications
 - Blank medication log sheets (Appendix A)
 - Sample log sheet filled-in (Appendix B)
 - Blank Explanation/Resolution Forms (Appendix C)
 - Medication Log (Appendix D)
 - Copy of current policy
- All current, blank forms will be maintained on the Marin County Fire Department website.
- Original logs will be forwarded to the Designated Battalion Chief annually.
- **ALL RECORDS ARE TO BE KEPT FOR A MINIMUM OF THREE YEARS.**

APPENDIX C

**MARIN COUNTY FIRE DEPARTMENT
CONTROLLED SUBSTANCE INCIDENT**

EXPLANATION / RESOLUTION

Date:	
Time:	
Unit:	
Person making report:	
Other people involved:	
Nature of report:	<input type="checkbox"/> Discrepancy <input type="checkbox"/> Breakage <input type="checkbox"/> Contamination <input type="checkbox"/> Other

Statement:

How could this have been prevented?

Signature

Date

