
	STAFFORD COUNTY FIRE AND RESCUE DEPARTMENT POLICY - EMS		
	SUBJECT: Controlled Substances and Emergency Medications; Access, Inventory, Control and Disposal		FRD 100.203
			Initiated 01/23/06
	APPROVED:  Joseph A. Cardello, NRP County Fire and Rescue Chief	Page 1 of 4	Revised 8/26/19
APPROVED: Robert Fines, MD Operational Medical Director			

A. PURPOSE


- 1.0 The purpose of this Policy is to ensure the security and safe use of controlled substances and emergency medications carried on Stafford County Fire and Rescue Department apparatus.

B. SCOPE

- 1.0 This Policy applies to all released Advanced Life Support pre-hospital providers and agencies, operating within their scope of practice of the Stafford County Fire and Rescue Department.
- 2.0 This Policy, in part, as revised (08/15/2014), replaces EMS Policy 100.205 ALS Permission to Practice, Controlled Substances Control (01/15/2004), as well as SOP# 06-0049 Controlled Substance Disposal (01/23/2006). This Policy replaces General Order 200.027 revised (08/01/2014)

C. DEFINITIONS

- 1.0 Advanced Life Support (ALS) Provider: EMS providers certified and released to function at the Intermediate (I99) or Paramedic level.
- 2.0 Basic Life Support (BLS) Provider: EMS providers certified and released to function at the EMT level.
- 3.0 Controlled Substances: DEA-scheduled medications supplied by the Mary Washington Healthcare pharmacy, through the Regional Re-Stocking Agreement
- 4.0 Emergency Medications: Medications supplied by the Mary Washington Healthcare pharmacy, through the Regional Re-Stocking Agreement used by pre-hospital Advanced Life Support providers to provide care to patients. This includes individual medications, medication boxes, and Stat Kits.
- 5.0 Medication Cabinet /drawer: Specific cabinet/drawer located within the apparatus to secure Emergency Medications or Stat Kits.


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- 6.0** Narcotic Knox Box: Specifically keyed Knox Boxes located in the Medication Cabinet or on the apparatus to secure Controlled Substances.

D. ORDER

1.0 Emergency Medication and Controlled Substances Access and Stocking

- 1.1** Stafford County Fire and Rescue Department Advanced Life Support (ALS) Providers are responsible for the security of Controlled Substances and Emergency Medications carried on their assigned apparatus.
- 1.2** Controlled Substances and Emergency Medications are required to be secured in the Medication Cabinet in each apparatus. Controlled Substances are to be secured in the Narcotic Knox Box if so equipped. are to be locked when not in use.
- 1.3** The Stafford County Fire and Rescue Department's EMS Division will grant access to the Medication Cabinet and Narcotic Knox Box for released ALS providers with permission to practice.
 - 1.3.1** Access may be via numeric code, key, or fingerprint. ALS Providers are required to carry their issued keys while on-duty. Keys and numeric codes shall not be loaned to other providers.
 - 1.3.2** ALS Providers are to only use keys and codes assigned to them.
 - 1.3.3** A list of assigned keys and/or access codes shall be maintained by the Stafford County Fire and Rescue Department's EMS Division.
- 1.4** Lost or missing keys, and numeric codes which the ALS Provider believes are compromised shall be reported immediately to the on-duty Shift Operations Deputy Chief who will begin the process of locating the lost key. The Assistant Chief of Operations and the EMS Deputy Chief shall be notified by the on-duty Operations Deputy Chief as soon as possible via telephone or email, to provide a situation status.
- 1.5** The change of affiliation for an ALS provider within the Stafford County Fire and Rescue Department does not require the issuance of a new key or code.
 - 1.5.1** Individuals to whom keys and numeric codes are issued are reminded the keys are the property of Stafford County Fire and Rescue Department. These materials shall be surrendered to the Stafford County Fire and Rescue Department's EMS Division immediately upon request. Keys must also be surrendered to the Fire and Rescue Department upon departure from service, access codes will also be


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deactivated. The Fire and Rescue Department will take all necessary and effective steps available under the law to recover keys should the individual refuse to surrender them.

- 1.6 All Controlled Substances and Emergency Medications are initially acquired from the Mary Washington Healthcare pharmacy through the Regional Re-Stocking Agreement. Stafford County Fire and Rescue Department shall not obtain nor store more medication than stipulated in the Regional Re-stocking Agreement. Stafford County Fire and Rescue Department shall not use the OMD's DEA number to purchase Controlled Substances.
- 1.7 Emergency Medications and Controlled Substances administered to patients during the delivery of medical care must be properly documented on the ePCR. Controlled Substances which require wasting, following the completion of patient care, must be documented on the ePCR.
 - 1.7.1 Emergency Medications and Controlled Substances will be restocked at the hospital, following the completion of patient care.
 - 1.7.2 Rarely, a patient transport is made outside of the REMS region; if possible the Emergency Medications should be restocked at the receiving hospital. If this availability does not exist, the ALS Provider shall complete the restocking at a facility within the Regional Re-Stocking Agreement.

2.0 Inventory Schedule

- 2.1 All Controlled Substances shall be checked for the security and presence of the package with corresponding number and These checks shall be completed on a daily, weekly, and monthly schedule. The Monthly Medication and Weekly Narcotic Check sheets are located on the department website in the members area under Forms, EMS Forms. These forms shall be completed and submitted electronically. Paper copies or faxes will not be accepted.
 - 2.1.1 Controlled Substance checks shall be performed daily .
 - 2.1.2 All Controlled Substances shall be checked weekly on Monday and documented on the electronic Narcotic Security Check Sheet. The on-duty ALS Provider shall perform this weekly Controlled Substances check for their assigned apparatus,
 - 2.1.3 Expired Controlled Substances will be exchanged at the hospital.
 - 2.1.4 The Narcotic Security Check Sheet shall be completed and submitted electronically on Monday. The on-duty EMS Supervisor will review the electronic form for completion. Discrepancies or omissions will be

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reported to the Assistant Chief of Operations and the Shift Operations Deputy Chief.

2.2 All Controlled Substances and Emergency Medications shall be checked on the first day of each month, through the utilization of the Monthly Inventory of Medications Check Sheet. The on-duty ALS Provider shall perform this monthly Controlled Substances and Emergency Medications check for their assigned apparatus, and those which have been designated as their responsibility.

2.2.1 Expired Emergency Medications and Controlled Substances will be exchanged at the hospital.

2.2.2 The Monthly Inventory of Medications Check Sheet shall be completed and electronically submitted to the EMS Division on the first day of each month. The on-duty EMS Supervisor will review the electronic form for completeness.

2.2.3 Discrepancies or omissions will be reported to the Assistant Chief of Operations and the Shift Operations Deputy Chief.

2.3 If Controlled Substances and/or Emergency Medications are missing, or the Medication Cabinet and/or Narcotic Knox Box is found to be unsecured, the ALS Provider shall immediately notify their supervisor, who will then immediately notify the on-duty Operations Deputy Chief.

2.3.1 Documentation is required on the ALS Provider's daily activity log.

3.0 Out of Service Apparatus

3.1 Apparatus placed out of service for maintenance or repair and not located at their station shall have the Controlled Substances and Emergency Medications removed from the apparatus and locked in a secure location at the station. . .

3.1.1 When Controlled Substances and/or Emergency Medications are removed from a piece of apparatus, the ALS Provider shall. make documentation daily log.

3.1.2 Subsequent inventories of Controlled Substances and Emergency Medications must be completed according to the established schedule.

3.2 If at any time, in the opinion of the Stafford County Fire & EMS Chief and /or the Operational Medical Director, the situation requires such action, a criminal investigation may be initiated with the Stafford County Sheriff's Office.