

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

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<b>Title:</b>	<b>Controlled Substances</b>
<b>Policy:</b>	<b>417.00</b>
<b>Purpose:</b>	<b>To provide procedures for the receiving, handling, recording, and disposal of medications classified as controlled substances by the DEA.</b>

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**1. Storage**

- A. All controlled substances will be stored in a locked container when not being accessed.
- B. The container will be stored in a locked vehicle, in a secured area in command staff vehicles, and the stock supplies will be secured in a safe or suitable locking containment area in the south EMS Lieutenant's office.

**2. Staffing Change**

- A. A Controlled Substance inspection and inventory will be completed any time there is a staffing change of a paramedic on a unit, at a minimum of once per day.
- B. The inspection will be completed with both the off going and on coming Paramedic and will be documented on the Controlled Substance Vehicle Log.

**3. Administering/Wasting**

- A. Documentation in the Controlled Substance Vehicle Log will be completed any time a controlled substance is administered and/or wasted.
- B. Any controlled substance to be wasted, in part or in whole, must be wasted in the presence of a Physician, Nurse, OCEMS Paramedic, or OCEMS EMT. The witness will print and sign his/her name on the written log.
- C. The on duty EMS Lieutenant is to be notified immediately if there is any discrepancy between the actual and documented Controlled Substance inventory.
- D. Medication errors and reactions shall be reported to the physician who ordered the medication, the receiving physician, and the OCEMS Medical Director.

**4. Inventory**

**A. EMS Lieutenant:**

- 1. At shift change, and with every change of EMS Lieutenant, the off going and oncoming EMS Lieutenant will jointly examine all of the controlled substances in storage and verify that all are accounted for and free from damage. This examination will be documented in the appropriate log in the manner described in the written log section.
- 2. At every change of shift, all controlled substances carried on the EMS Lieutenant's vehicle will be examined and inspected to ensure that no items are out of date, deteriorated, or damaged. A record of this inspection is made in the appropriate log and will include the medication, date, results of the inspection, and the legibly printed names, EMS unit numbers, and signatures of the persons completing the inspection. If any deteriorated, damaged or out of date materials are found, they must be transferred for final disposition.

**B. Vehicles:**

- 1. ALS vehicles will be stocked with narcotics as follows:
  - a. 300mcg Fentanyl
  - b. 2500mg Ketamine
  - c. 20mg Versed
  - d. 20mg Valium
- 2. At shift change, and with every change of the paramedic in charge, the oncoming and off going paramedics in charge will jointly inspect the controlled substances and verify that all are accounted

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for, free from damage and debris, the plastic covers rotate freely (where applicable), and any/all seals are intact. This inspection is noted in the appropriate log in the manner described in the written log section. The on duty EMS Lieutenant is to be notified immediately if there are controlled substances that are not accounted for, damaged, or appeared tampered with.

3. If a vehicle needs to have a controlled substance replaced after usage, breakage, or because the drug has expired, the paramedic in charge will contact the on duty EMS Lieutenant and request the appropriate drug. The name of the drug, expiration date, amount received, if the drug was used, broken, or expired, printed name and signature of the paramedic receiving the drug, and the printed name and signature of the Branch Commander is to be documented on the written log.

**5. Replacement**

- A. The Paramedic will meet with the on duty EMS Lieutenant to obtain replacement of Controlled Substances.
- B. All controlled substance replacements need to be documented in the Controlled Substance Vehicle Log. The minimum amount of controlled substances on a vehicle before mandatory restocking needs to occur:
  1. 200mcg fentanyl
  2. 1000mg ketamine
  3. 10 mg Valium
  4. 10 mg Versed
- C. Exceptions to the minimum inventory will be made when specific medications are unable to be obtained due to national drug shortages. The Planning and Training Section Commander will work with the Medical Director(s) to determine possible alternative medications/dosages.
- D. If controlled substances need to be restocked, contact the on duty EMS Lieutenant to determine if the unit will be placed out of service until restocking has occurred.

**6. Written Logs**

**A. EMS Lieutenant:**

1. A written log with permanently numbered pages is maintained for each controlled substance kept at the south EMS Lieutenant's office. This log will include: date of inventory, additions or deletions from stock, notation of the daily inspection, and the signatures of those persons completing the inventory. The written log will be kept for a period of at least two years and separate from all other files.

**B. Vehicles:**

1. A written log with permanently numbered pages is maintained for each controlled substance kept in the locked compartment. This log will include: the vehicle number, EMS unit numbers, and signatures of the paramedics completing the inventory, medication name, medication unit quantity, medication expiration dates, incident report numbers, the legibly printed name, EMS unit number, and signature of the administering paramedic(s), and the legibly printed name, EMS unit numbers, and signatures of those persons completing the inventory.

**7. Accountability and Compliance:**

**A. Discrepancies**

1. EMS Lieutenants:
  - a. In the event that any discrepancy is noted concerning the log or controlled substance stored at the south EMS Lieutenant's Office, three (3) actions are to be taken:
    - i. The EMS Lieutenant finding the discrepancy will immediately notify the Operations Section Captain via e-mail.

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- ii. The EMS Lieutenant will investigate the incident and submit a report giving the facts surrounding the discrepancy.
  - iii. The Operations Section Captain will investigate the incident and immediately report the findings to the EMS Chief, Public Safety Director, and the Medical Director for final disposition.
2. Vehicles:
- a. In the event that any discrepancy is noted concerning the log or the controlled substances carried on the vehicles, five (5) actions are to be taken:
    - i. The paramedic finding the discrepancy will immediately notify the EMS Lieutenant verbally and in writing.
    - ii. The EMS Lieutenant will document, in writing, the facts surrounding the discrepancy.
    - iii. The EMS Lieutenant will meet with the paramedic for the replacing of stock and to conduct an investigation. The EMS Lieutenant will use his/her discretion in determining if an additional written report or drug testing is required.
    - iv. The EMS Lieutenant will notify the Operations Section Captain.
    - v. The Operations Section Captain will review the incident, investigate further, if necessary, and report his/her findings to the EMS Chief, Medical Director, and Public Safety Director for final disposition.

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