



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

Purpose:

- c. To establish a clearly defined Standard Operating Procedure (SOP) for the safe and secure handling, administration, documenting and restocking of controlled medications, by the Escambia County Bureau of Public Safety.
- d. This Standard Operating Procedure (SOP) encompasses controlled narcotic medications such as: Lorazepam (Ativan®) and Morphine (Morphine Sulfate) This Sop also encompasses controlled non-narcotic medications for Rapid Sequence Intubation (RSI) also known as Drug Facilitated Intubation such as: Etomidate (Amidate®), Succinylcholine (Anectine®), and Rocuronium (Zemuron®).

Post 50 (Century) presents special considerations for our system. Procedures for that location are included in this Procedure. They are noted in italicized text.

Scope:

- g. All Escambia County Bureau of Public Safety employees shall adhere to this Standard Operating Procedure (SOP).
- h. Escambia County Bureau of Public Safety consists of:
 - a. Escambia County Emergency Medical Services (ECEMS)
 - b. Escambia County Fire Rescue (ECFR)
 - c. Escambia County Medical Directors


All Escambia County Bureau of Public Safety supervisors and managers are tasked with ensuring that all employees are in compliance with this procedure



Approved: 09/06/2013
Version: 3.1

Page 1 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

Procedure:

1. Obtaining Logging and Securing Controlled Medication Procedures

Obtaining Logging and Securing

Post 10 (Pensacola)

Upon arrival for duty the crew shall:

7. Obtain their ambulance keys from the shift stock clerk in Room 317
8. Each crew member is given a round key, which is attached to their person by using the large carabineer
9. This round key goes to the refrigerator or the vehicle lock box (in units without a refrigerator)
- 10.

The oncoming attending paramedic shall:

- a. Report to the stock clerk (Room 317) to obtain the controlled medication box from the shift stock clerk.
- b. The attending paramedic **must** have his/her county ID with a bar code so the controlled medications can be scanned out to that paramedic/shift.

If you are assigned a unit **without** a refrigerator, be sure to get:

10. 2 frozen commercial ice packs
11. An insulated container

- c. Locate and ensure the outer yellow seal is present and not broken.

DO NOT BREAK THE YELLOW "OUTER SEAL"

- d. Now find the bar code and "kit" number, located on the side/end of the controlled medication box and ensure you have the correct "kit".
- e. Report to the assigned ambulance where the crew will visually verify the correct amounts of Controlled and Non controlled Medications:

1. Morphine (Morphine Sulfate) 40mg (four(4) 10mg ampules)
2. Lorazepam (Ativan®) 4mg (two (2) 2mg ampules)
3. Etomidate (Amnidate®) 80mg (two (2) 40mg ampules)
4. Succinylcholine (Anectine®) 400mg(two (2) 200mg ampules)


- Now turn the controlled medication box over and visualize the Inventory Control Log "drug card". Verify **BOTH** the Outer Seal and the Controlled [inner] Seal numbers match also verify (ALL) medication expiration dates are



Approved: 09/06/2013
Version: 3.1

Page 2 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

documented correctly and have not expired.

- If the yellow “Outer Seal” number and the documented “Outer Seal” number on the Inventory Control Log “drug card” numbers match and (ALL) medications are present and not expired, secure the controlled medication box in the refrigerator or the Narcotic Lock Box for units without a refrigerator.

I.b. Obtaining Logging and Securing

Post 50 (Century)

In Century upon arrival for duty, the Century crew obtains their ambulance keys from the plastic box on the wall in the office.

The oncoming attending paramedic shall:

1. *Open the file cabinet using the combination lock*
2. *Retrieve the refrigerator key and open the refrigerator*
3. *Get the correct controlled medication box by finding the bar code and “kit” (461) number, located on the side/end of the controlled medication box and remove the correct box*
4. *Locate the outer yellow seal is present and not broken.*

DO NOT BREAK THE YELLOW “OUTER SEAL”

VI. *Report to the assigned ambulance where the crew will visually verify the correct amounts of Controlled and Non controlled Medications:*

1. *Morphine (Morphine Sulfate) 40mg (four(4) 10mg ampules)*
2. *Lorazepam (Ativan®) 4mg (two (2) 2mg ampules)*
3. *Etomidate (Arnivate®) 80mg (two (2) 40mg ampules)*
4. *Succinylcholine (Anectine®) 400mg(two (2) 200mg ampules)*

VII. *Now turn the controlled medication box over and visualize the Inventory Control Log “drug card”. Verify BOTH the Outer Seal and the Controlled [inner] Seal numbers match also verify (ALL) medication expiration dates are documented correctly and have not expired.*

VIII. *If the yellow “Outer Seal” number and the documented “Outer Seal” number on the Inventory Control Log “drug card” numbers match and (ALL) medications are present and not expired, secure the controlled medication box in the refrigerator or the vehicle lock box for units without a refrigerator.*


IX. *Medications that will **expire prior to the 25th day of the next month** will be replaced*



Approved: 09/06/2013
Version: 3.1

Page 3 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

*immediately or prior to the shifts end, at the discretion of the supervisor
(They can be replaced from the Post 50 spare Controlled Medications)*

Medication stamped with:

Month and year only expire the last day of the month at midnight

(01/2010 expires January 31st 2010)

Month, day and year, expire on that stamped date

(01/01/2010 expires January 1st 2010)

Any discrepancy with the Inventory Control Log or medications shall be reported to the shift supervisor immediately and replaced, at their discretion

The paramedic will complete an information report and give to the supervisor by the end of the shift

I.c. Obtaining Logging and Securing

Supervisor's Vehicle

The oncoming Shift Supervisor shall:

V. Report to room 317 to obtain the controlled medication box from the stock clerk.

- a. The shift supervisor ***must*** have his/her county ID with a bar code so the controlled medications can be scanned out to that paramedic/shift.
 - b. When obtaining your controlled medication box, also get:
 1. 2 frozen commercial ice packs
 2. An insulated container
 - c. Now find the bar code and "kit" number, located on the side/end of the controlled medication box and ensure you have the correct "kit".
1. Locate and ensure the outer yellow seal is present and not broken.

DO NOT BREAK THE YELLOW "OUTER SEAL"

1. With an EMT, paramedic, shift supervisor, alternate shift supervisor or shift stock clerk present:

Visually verify the correct amounts of all medications are present:


1. Morphine (Morphine Sulfate) 40mg (four(4) 10mg ampules)
 2. Lorazepam (Ativan®) 4mg (two (2) 2mg ampules)
 3. Etomidate (Arnivate®) 80mg (two (2) 40mg ampules)
 4. Succinylcholine (Anectine®) 400mg(two (2) 200mg ampules)
2. Turn over the medication box, locate the Inventory Control



Approved: 09/06/2013
Version: 3.1

Page 4 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

Log "Drug Card"

1. Verify Outer Seal and the Controlled Seal numbers match
2. Verify (ALL) medication expiration dates are documented correctly and have not expired or will expire soon.
3. If the yellow "Outer Seal" number and the documented "Outer Seal" number on the Inventory Control Log "Drug Card" match and (ALL) medications are present and not expired, secure the controlled medication box in the insulated container with ice packs and locked in the vehicle lock box
4. One of the round keys will be secured to their person by using the large carabineer.
5. The second key will remain attached to the supervisor's vehicle key ring
6. The supervisor's witness shall be present and witness the securing of the narcotic controlled medications
- 7.

Note: Any discrepancy or deviation of this SOP shall be:

- a. Reported immediately to ECEMS Administration
- b. An information report completed prior to the end of the shift
- c. A log entry in the Supervisor's Log will also be done

VII. Administration of Controlled Medications:

Note: *This section also relates to the Century Shifts*

Only the Escambia County Bureau of Public Safety Medical Directors, ECEMS and ECFR paramedics, paramedic orientee's, ECEMS paramedic auxiliary members and Pensacola State College (PSC) Paramedic Program or other approved Paramedic Program students may administer controlled medications to a patient only under the direct supervision of an ECEMS Paramedic Field Training Officer (FTO).

Escambia County Bureau of Public Safety consists of Escambia County Emergency Medical Services (ECEMS) and Escambia County Fire Rescue (ECFR).

The administration of controlled medications will be done in accordance with:

- a. Manufacturer's recommendations
- b. Existing ECEMS and ECFR medical protocols


The breaking of the yellow seal and the administration of any narcotic controlled medications should preferably be done in the presence of a Public Safety employee to



Approved: 09/06/2013
Version: 3.1

Page 5 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

serve as a witness.

However, in an emergency situation, the yellow seal of the narcotic controlled medications may be broken and the medications given without a witness present (for example, in the back of the ambulance while the partner is driving).

The attending paramedic shall carefully document within the Patient Care Report (PCR) as well as the Inventory Control Log, the administration of controlled medication(s), including date and time, incident number, dosage administered, effects (positive or negative) of the medication and lastly any waste of the controlled medication.

VIII. Documentation of Controlled Medication Administration and Waste:

Note: This section also relates to the Century Shifts

The attending paramedic is responsible for the legible documentation of the administration of any controlled or uncontrolled medication(s).

The attending paramedic shall complete the first available blank line in the "Reason for Administration" section of the Inventory Control Log.

a. The Attending Paramedic will complete this by:

- **Ensure you use the correct side for medication administered**

- Date and time

- The incident number

-

he patient's name

T

-

he amount administered

T

-

he amount wasted

T


- The unused portioned shall be wasted with a witness present,
- The Attending Paramedic will comply with the receiving facility's policy on the correct location to waste any narcotic controlled medications (s).
- Every attempt should be made



Approved: 09/06/2013
Version: 3.1

Page 6 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

to have the receiving nurse
witness for the wasting of any
unused controlled medication

- If an RN is not available, or
refuses, then the attending
paramedic's partner may be
utilized

1. T
he Lot Number of the ampule that was used
2. T
he Attending Paramedic will sign and print their name
3. T
he witness shall legibly sign and print their name
4. I
f no witness was present to witness the waste, the Paramedic
shall:
a. C
all the shift supervisor and explain the reason for no
witness being present,
5. Complete an information report documenting why no witness
was present to the shift supervisor, prior to the end of the shift.
6. In the witness signature and print name spaces, the paramedic
will note "NO WITNESS AVAILABLE" and initial it.

NOTE: Post 50 (Century) Crew shall complete an information report to the shift
supervisor, via fax machine, prior to the end of the shift

1. **Special Documentation Situations**
- 2.

Change in Attending Paramedic - Same Vehicle:

Note: This section also relates to the Century Shifts


If there is a change of crew, during the shift, the oncoming paramedic should report to
the Shift Supervisor and then to the Shift Stock Clerk (Room 317), with his/her county
ID with bar code. The "Kit" assigned to the unit of the off going paramedic will be



Approved: 09/06/2013
Version: 3.1

Page 7 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

scanned to the oncoming paramedic and the off going paramedic will be scanned off the Controlled Medication Box.

The NEW Attending Paramedic will verify the "Outer Seal" is intact and not broken, medications are present and not expired, against the "Drug Card" on the bottom of the box.

If the "Outer Seal" number matches and medications are not expired, lock the box up in the refrigerator or Narcotic Lock Box.

THIS IS A SPECIAL SITUATION AND REQUIRES THE APPROVAL OF THE SHIFT SUPERVISOR AND WILL NOT BE ROUTINELY PERFORMED

IV b. Change in Entire Crew - Same Vehicle (Prior to End of Shift):

Note: This section also relates to the Century Shifts

If there is a change of crew, during the shift, the oncoming paramedic should report to the Shift Supervisor and then to the Shift Stock Clerk (Room 317), with his/her county ID with bar code. The "Kit" assigned to the unit the oncoming paramedic is going on will be scanned to them and the off going paramedic will be scanned off the medications.

The NEW Attending Paramedic will verify the "Outer Seal" is intact and not broken, medications are present and not expired against the visible "Drug Card" on the bottom of the box.

If the "Outer Seal" number matches and medications are not expired, lock the box up in the refrigerator or Narcotic Lock Box.

THIS IS A SPECIAL SITUATION AND REQUIRES THE APPROVAL OF THE SHIFT SUPERVISOR AND WILL NOT BE ROUTINELY PERFORMED

IV c. Change in Entire Crew - Same Vehicle (End of the Shift);


Note: This section also relates to the Century Shifts



Approved: 09/06/2013
Version: 3.1

Page 8 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

At shift change, if there will be another crew getting into the same vehicle the off going attending paramedic will remove his/her controlled medication box and follow correct procedures for securing controlled medications in the appropriate location.

IV d. 10 -75 Calls:

Note: This section also relates to the Century Shifts

If you respond to a 10-75 call, it is recommended to obtain and secure the controlled medications in the ambulance's refrigerator or narcotic lock box, until time permits for the normal procedure for securing the controlled medications to be followed. However controlled medications do not have to be placed on a sideline vehicle in order for the vehicle to respond to a 10-75 call

IV e. Vehicle Failure:

Note: This section also relates to the Century Shifts

Crew Able to Return to Office: Post 10 (Pensacola) or Post 50 (Century)

1. If the crew is able to return to the office:
 1. They will notify the shift supervisor of the vehicle failure and situation
 2. Once returned, the paramedic shall remove the controlled medication box from the vehicle being taken out of service
 3. The paramedic's partner is responsible for ensuring that the ambulance's refrigerator or narcotic lock box keys are reattached to the ambulance key ring of the disabled vehicle
 4. The crew will report to the newly assigned vehicle and log and secure the controlled medications.

Crew Unable to Return to Office: Post 10 (Pensacola) or Post 50 (Century)

1. They will notify the shift supervisor of the vehicle failure and situation,
2. The shift supervisor will either bring another vehicle to the crew or arrange to return the crew to the office.

Example: Pick them up or have them ride back with the wrecker


1. The controlled medications will remain with the crew,



Approved: 09/06/2013
Version: 3.1

Page 9 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

2. If another vehicle is brought to the crew:
5. The crew will move to the newly assigned vehicle; log and secure the controlled medications, as directed above
6. If the crew must leave the vehicle:

The paramedic, with his partner present, will remove the controlled medication box and keep it in their possession and return with the crew to Post 10 (Pensacola) or Post 50 (Century).

1. The paramedic's partner is responsible for ensuring the ambulance's refrigerator or narcotic lock box keys are reattached to the ambulance key ring of the disabled vehicle.

Note: No two sets of Controlled Medications will be secured in the same unit, *except* to transport them back to Post 10 (Pensacola) or Post 50 (Century) as appropriate.
They will then be returned to the Post's safe as per protocol.

Note: In the event of an unforeseen emergency involving a crew member, and the controlled medications have to remain in the ambulance's Vehicle Lock Box, the shift supervisor shall immediately be notified to facilitate retrieval

7. Spare Controlled Narcotics

Post 10 (Pensacola)

On the 28th of every month, the evening shift supervisor shall inspect and inventory the spare narcotic controlled medications. This will ensure that any expired or soon to expire narcotics are removed from the supply system.

The Supervisor shall:


- II. Obtain the keys for all the spare narcotic controlled medications from the stock clerk room



Approved: 09/06/2013
Version: 3.1

Page 10 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

(Room 317)

- a. Any narcotic controlled medications found to be expired shall be immediately replaced by the shift supervisor.
- b. Expired narcotic controlled medications shall be immediately replaced. Medications which will expire prior to the next 28th day of the month shall be replaced either immediately or prior to the end of the shift, at the discretion of the shift supervisor
- c. During the monthly drug inspection, you will break **BOTH** the outer seal as well as the "Controlled (inner) Seal" to access the medications.
- d. After verifying all medications are present, not broken, do not appear to be tampered with, and are within expiration dates, inspect the Inventory Control Log, for accuracy.
- e. After inspecting the Inventory Control Log, document the NEXT Drug Card

Document:

1. NEW log number (*if applicable*)
2. Date
3. Control (inner) Seal Number
4. Outer Control Seal number
5. Expiration dates
6. Kit #
7. Paramedic and witness signature and printed name

- f. After inspecting the Inventory Control Log, document the NEXT Drug Card

Document:

- NEW log number (*if applicable*)
- Date
- Control (inner) Seal Number
- Outer Control Seal number
- Expiration dates
- Kit #
- Paramedic and witness signature and printed name

- g. The narcotic controlled medications shall be checked in the presence of another Shift Supervisor, Alternate Shift Supervisor, or Paramedic
- h. Once the spare narcotic controlled medications have been checked and the new yellow seals recorded on the Inventory Control Logs

The Supervisor shall:


1. Seal the controlled medication box (s) with the **CORRECT** seal
2. Secure the spare narcotic controlled medications back in the narcotic drug safe in the stock room (Room 317)



Approved: 09/06/2013
Version: 3.1

Page 11 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

3. The narcotic controlled medications are now secured

The supervisor shall document in the Supervisor's Log that the spare controlled medications were checked to inform the remaining supervisors the task was completed

V b. Spare Controlled Narcotics

Post 50 (Century)

The spare controlled medications shall remain secured at Post 50, until they are needed to resupply a Century shift.

The spare controlled medications shall consist of non-narcotic controlled medications ONLY

▪ Replacement of Controlled Medications

POST 10 (Pensacola)

The paramedic will restock used controlled medication(s) by the end of the shift
The unit is NOT out of service or unavailable to respond to a call, when supply goes under the initial stock amount


- a. Inspect the integrity of the ampules and verify that:
 1. Verify the ampules are **not** expired, empty, appear tampered with, cracked or broken
 2. Ensure the piece of tamper tape is intact on the top of each ampule
 3. Place the medications in the controlled medication box
 4. Once you have completed restocking your medication(s)
 5. When you fill out the 3rd "Drug Card", change the log out at the end of THAT shift
 6. Fill out the next chronological "Drug Card" section with:
 - a. NEW log number (if applicable)
 - b. Date
 - c. Control (inner) Seal Number
 - d. Outer Control Seal number
 - e. Expiration dates
 - f. Kit #
 - g. Paramedic and witness signature and printed



Approved: 09/06/2013
Version: 3.1

Page 12 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

name

1. Seal the box with a **NEW** Control (inner) Seal
2. Make sure the seal is visible from the top of the box and positioned so the seal is to the center of the box
3. Document on the "Explanation for Replacement" section:
 - a. Date and Time
 - b. Amount Replaced
 - c. Mark the appropriate reason
 1. The paramedic will sign and print their name
 2. The supervisor will sign and print their name
- a. Secure your Inventory Control Log and medications:
- c. Fold the log, slide it in the clear pouch and place under the styrofoam,
- d. Ensure the seal numbers and expiration dates are visible from the bottom of the box
- e. Seal the box with the **CORRECT** "Outer Seal"
- f. Lock your Medication Box in the refrigerator or the Vehicle Lock Box.

The attending paramedic will immediately report to the shift supervisor any discrepancy while inspecting or replacing ampules or discrepancies found with the Inventory Control Log

The attending paramedic will also document the findings within an Information Report; which will be faxed to the Shift Supervisor, prior to the end of the shift.

VI.b. Expected replacement of controlled medications

Post 50 (Century)

Due to the inability to restock their controlled medications in a timely manner the administration of up to

- a. Two (2) ampules of Ativan® (*balance of 4 mg*)
- b. Two (2) Morphine (*balance of 20 mg*)

does not necessitate immediate resupply.

However, as soon as possible, the paramedic shall notify the shift supervisor that controlled medications have been administered and arrangements made to facilitate the resupply in a timely manner.

If the Century crew should fall below:


4 mg of Ativan® or 20 mg of Morphine



Approved: 09/06/2013
Version: 3.1

Page 13 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

The paramedic will:

1. *Notify the shift supervisor and immediate resupply shall take place,*
2. *An information report describing the time frame(s) and reason(s) for the inventory falling below the minimum inventory amount shall be completed by the paramedic and sent to the shift supervisor, via fax machine prior to the end of the shift*

VI.c. Expected controlled medication replacement of Escambia County Fire Rescue (ECFR):

- e. Escambia County Fire Rescue (ECFR) is responsible for initiating the medication replacement by contacting the on duty ECEMS supervisor
- f. Only the Escambia County Fire Chief, deputy chief, battalion chief(s), or paramedic employees of ECFR may obtain replacement controlled medications from the ECEMS supervisor or alternate supervisor
- g. The ECFR representative will sign confirming they have received the controlled medication(s)
- h. The ECFR representative will return any expired controlled medications to the supervisor for replacement
- i. The EMS supervisor will place them into the expired controlled medications locking bank bag for future disposal.

1. Unexpected replacement of ECEMS or ECFR Controlled Medications:

The Paramedic will:

- f. Notify the on duty supervisor.
- g. Document the event in an information report prior to the end of the shift

The supervisor will:


- d. Immediately report any unexpected replacement to:
 3. ECEMS Administration
 4. Medical Director's (OMD) office
- e. Document the event in an information report prior to the end of the shift
- f. A log entry in the Supervisor's Log will also be done



Approved: 09/06/2013
Version: 3.1

Page 14 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

g. In the event of theft, the appropriate Law Enforcement Agency will be notified.

Receiving and Securing: New Stock of Narcotic Controlled Medications:

Periodically, Escambia County Bureau of Public Safety will receive a supply of controlled narcotic medications. Every attempt will be made to insure the safe and secure handling of controlled narcotic medications.

They will be delivered to the stock clerk room (Room 317).

Once there:


1. ECEMS Administration shall:
 1. Notify the shift supervisor by phone and/or pager when a new shipment of narcotic controlled medications is received
 2. In the event that the shift supervisor is unable to pick up the narcotics from administration during regular business hours, the narcotics shall be stored under lock until the Shift Supervisor is able to pick up the narcotics,
2. The Shift Supervisor shall:
 - Pick up the shipment from administration
 - Add the new shipment of narcotics to the Master Inventory Locker in the presence of any one of the following:
 - Another shift supervisor
 - Alternate supervisor
 - Paramedic
 - EMT
 - Shift stock clerk supervisor
 - Shift stock clerk
 - Dispatch shift supervisor
3. In the event the that the shift supervisor is not able to add the new shipment of controlled narcotic medications to the Master Inventory Locker on return to Post 10, (s)he shall:
 - Secure the new shipment of controlled narcotic medications into the stock clerk room safe until they are able to be inventoried and properly logged



Approved: 09/06/2013
Version: 3.1

Page 15 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

- The shift supervisor must secure and inventory any new shipment of controlled narcotic medications into the Master Storage Locker prior to the end of their shift.
 - Three hundred milligrams (300mg) of Morphine Sulfate
 - One hundred-twenty milligrams (120 mg) of Lorazepam (Ativan®)
 - Written permission will be needed from the Office of the Medical Director (OMD) to exceed these amounts,
1. The shift supervisor shall provide an explanation for the change in inventory and document the destination of any removed controlled narcotic medication or the sources of any controlled narcotic medication added to inventory

Example: Replaced, administration by shift 372

1. Record the seal number of the seal that will be used to reseal the key
2. The shift supervisor shall sign their name attesting to the presence of the correct amount of the controlled narcotic medications, that it is within expiration date and has not been tampered with or broken
3. The shift supervisor will:
 1. Legibly print their name
 2. Signing their name, attesting that the replacement documentation is factual,
4. The witness shall:
 - Sign their name attesting to being present throughout the procedure and attesting to the correct amount and condition of the controlled medications
 - Legibly print their name
5. The Master Inventory shall be re-secured
6. The shift supervisor shall:
 - Return the key to the stock clerk room (Room 317)
 - Seal the key in the plastic box on the wall with the seal that was recorded on the Master Inventory Control Log

End of Shift Procedure:


Post 10 (Pensacola)



Approved: 09/06/2013
Version: 3.1

Page 16 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

- a. The Attending Paramedic will remove the Controlled Medication Box from the ambulance's refrigerator or vehicle lock box.
- b. The controlled medication box will be inspected (same as the "beginning of shift" procedures)
 - verify the "Outer Seal" is intact not missing or broken
 - Turn the box over; check the expirations dates and compare the "Outer Seal" number to the "Outer Seal" number documented on the "Drug Card"
- c. If the seal numbers match and no medications are expired, turn the controlled medication box into the stock clerk.
- d. **REMEMBER**, if you have filled out the 3rd "Drug Card", replace the Inventory Control Log at the end of **YOUR** shift.

IX b. End of Shift:

Post 50 (Century)


- a. *The Attending Paramedic retrieves the controlled medication box from the ambulance drug locker using both round keys. Both crew members verify the Controlled Medications and expiration dates are all correct.*
- b. *The Daily Inventory Control Logs are completed per procedure.*
- c. *The off going paramedic will:*
 - *Open the safe using the appropriate key(s)*
 - *Obtain the controlled medication box from the vehicle lock box in the ambulance*
 - *Verify the Outer Seal is intact, and compare the seal numbers and expiration dates to the "Drug Card" underneath the box.*
 - *If the seal numbers match and dates are not expired,*
 - *Open the file cabinet using the combination lock*
 - *Retrieve the refrigerator key to open the refrigerator*
 - *Open the refrigerator using the key from the file cabinet*
 - *Return the controlled medication box to the refrigerator*
 - *Return both used icepacks to the freezer (if applicable)*
 - *Place the insulated container to the*



Approved: 09/06/2013
Version: 3.1

Page 17 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

refrigerator *(if applicable)*

- a. Close and lock the refrigerator
 1. Return the refrigerator key to the file cabinet
 2. Close and lock the file cabinet with the combination lock
- e. Return the ambulance keys to the plastic box on the wall in the office
- f. If a late call requires the Paramedic to stay over to complete paperwork, then the controlled medications are to be secured prior to the attending paramedics' partner leaves
- f. If this is not possible, then another EMT, paramedic, stock clerk or supervisor may co-sign with the paramedic

IX c End of Shift:

ECEMS Supervisor's Vehicle

The shift supervisor will remove the controlled medication box from the vehicle lock box in the supervisor's vehicle.

The controlled medications will be inspected *(using beginning of shift procedure)*

If the "Outer Seal" has **NOT** been broken, no medications are expired or will soon expire, secure the box in the narcotic drug safe in the stock room (Room 317)

Any discrepancy with the Inventory Control Log or any medications found to be empty, expired, broken, missing, or appear tampered with; shall be immediately reported to the shift supervisor and replaced, at their discretion.

The attending paramedic will document the findings within an Information Report and given to the shift supervisor by the end of the shift.

Procedure for Replacing an Inventory Control Log:

Each controlled medication, Inventory Control Log is sequentially numbered. Proper completion, accountability and security of the Inventory Control Logs are of utmost importance.

Only shift supervisors or alternate shift supervisors will replace the Inventory Control Logs

IV. In order to receive new Inventory Control Logs, the paramedic must:


- Turn in the completed Inventory Control Log to the supervisor



Approved: 09/06/2013
Version: 3.1

Page 18 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

- The supervisor shall review the used Inventory Control Log and verify that each entry has been correctly completed.
- V. The next in chronological Inventory Control Log will be issued
- VI. The supervisor will record the completed Inventory Control Log number in the "Replaces Log #" space at the top of the new log
- f. The employee is responsible for the legible completion of the 1st "Drug Card" on the **NEW** Inventory Control Log,
 - g. The supervisor shall complete the appropriate Master Drug Control Log

Note: *Post 50 Crews: Surplus Inventory Control Log(s) are locked in the file cabinet. Request replacement log(s) when supply falls below the required log amount. The Paramedic will complete the "supervisor's section(s)" as required*

Monthly Controlled Medications Inspection and Inventory Procedure: Shift Controlled Medications

Post 10 (Pensacola)


- On the 28th of every month, the attending paramedic shall inspect and inventory the controlled medications for: missing, broken, empty ampules or ampules that appear to have been tampered with.
 - Monthly inspection also verifies that the Controlled Medications are still within current dates and have not expired.
- a. Any expired Controlled Medications found shall be immediately replaced by the Medications which will expire prior to the next 28th day of the month shall be replaced either immediately or prior to the end of the shift, at the discretion of the Shift Supervisor
 - b. During the monthly drug inspection, you will break BOTH the outer seal as well as the "Controlled (inner) Seal" to access the medications.
 - c. After verifying all medications are present, not broken, do not appear to be tampered with, and are within expiration dates, inspect the Inventory Control Log, for accuracy.



Approved: 09/06/2013
Version: 3.1

Page 19 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

- d. After inspecting the Inventory Control Log, document the NEXT Drug Card

Document:

1. NEW log number (*if applicable*)
2. Date
3. Control (inner) Seal Number
4. Outer Control Seal number
5. Expiration dates
6. Kit #
7. Paramedic and witness signature(s) and printed names

- c. After filling out the NEXT drug card, document the inspection in the

- d. "Accessed without Use Reason" section.

Document:

- Date and Time
- Old and New Controlled (inner) Seal
- Check the "Monthly Inspection Box" for reason opened
- Paramedic and witness signature(s) and printed names
- Fold and slide the Inventory Control Log into the sealable clear pouch so the current "Drug Card" is visible
- Place the pouch under the styrofoam, with the seal numbers and expiration dates visible from the bottom of kit
- Seal the box with the *CORRECT* "Outer Control Seal"
- Lock the medications in the refrigerator

Any discrepancy with the Inventory Control Log or any medications found to be broken, tampered with, missing, expired or will expire prior to the next 28th day of the month, shall be immediately reported to the shift supervisor and replaced, at the supervisors discretion.

The attending paramedic will document the findings within an Information Report and given to the shift supervisor by the end of the shift.

XI b. Monthly Controlled Medications Inspection ***Shift Controlled Medications***

Post 50- Century



Approved: 09/06/2013
Version: 3.1

Page 20 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

Due to the inability to restock controlled medications in a timely manner, it is necessary to inspect and inventory the controlled medications at Post 50 on the Thursday before the 28th of every month.

This is done so equipment and medication orders can be met.

- a. *On the 28th of every month, the attending paramedic shall inspect and inventory the controlled medications for: any missing, broken, empty ampules or ampules that appear to have been tampered with.*
- b. *Monthly inspection also verifies that the controlled medications are still within current dates and have not expired.*
- c. *Any controlled medications found to be expired shall be immediately replaced by the supervisor*

VIII. *Expired controlled medications shall be replaced immediately*

IX. *Medications which expire prior to the 28th day of next month shall be replaced either prior to the end of the shift*

- e. *The expired controlled medications will be secured in the safe at Post 50*
 - *Arrangements will be made to resupply in a timely manner*
- f. *Notify the supervisor of the need to exchange expired controlled medications and arrangements will be made to exchange the expired controlled medications on the next scheduled supply delivery to Post 50*
- g. *During the monthly drug inspection, you will break BOTH the "Outer Seal" as well as the "Controlled (inner) Seal" to access the medications.*
- h. *After verifying medications are present, not broken, do not appear tampered with, and are not expired, inspect the Inventory Control Log, for accuracy*
- i. *After inspecting the Inventory Control Log, document the NEXT Drug Card*

Document:

- *NEW log number (if applicable)*
 - *Date*
 - *Control (inner) Seal Number*
 - *Outer Control Seal number*
 - *Expiration dates*
 - *Kit #*
 - *Paramedic and witness signature and printed name*
- j. *After filling out the NEXT chronological drug card, document the inspection in the "Accessed without Use Reason" section.*

Document:


- *Date and Time*
- *Old and New Controlled (inner) Seal*



Approved: 09/06/2013
Version: 3.1

Page 21 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

- Check the “Monthly Inspection Box” for reason opened
- Paramedic and witness signature and printed name
- Fold and slide the Inventory Control Log into the sealable clear pouch so the current “Drug Card” is visible
- Place the pouch under the styrofoam, with the seal numbers and expiration dates visible from the bottom of kit
- Seal the box with the **CORRECT** “Outer Control Seal”
- Lock the medications in the refrigerator

Any discrepancy with the Inventory Control Log or any medications found to be broken tampered with, missing, expired or will expire prior to the next 28th day of the month, shall be immediately reported to the shift supervisor and replaced, at the supervisors discretion.

The paramedic will document the findings on an information report and given to the supervisor by the end of the shift

XI c. Monthly Controlled Medications Inspection

Post 10 - Stock Room (Spare Controlled Medications)

On the 28th of every month, the evening shift supervisor shall inspect and inventory the spare narcotic controlled medications. This will ensure that any expired or soon to expire narcotics are removed from the supply system.

The Supervisor shall:


- Obtain the keys for all the spare Narcotic Controlled Medications from the Stock Clerk Room (Room 317)
- The Narcotic Controlled Medications shall be checked in the presence of another Shift Supervisor, Alternate Shift Supervisor, or Paramedic
- During the monthly drug inspection, you will break ***BOTH*** the outer seal as well as the “Controlled (inner) Seal” to access the medications.
- After verifying all medications are present, not broken, do not appear to be tampered with, and are within expiration dates, inspect the Inventory Control Log, for accuracy.
- Any controlled medications found to be expired will be immediately replaced by the shift supervisor.
- Any controlled medications which will expire prior to the next 28th day of the month will be replaced prior to the end of the



Approved: 09/06/2013
Version: 3.1

Page 22 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

shift

- After inspecting the Inventory Control Log, document the NEXT Drug Card

Document:

- IX. NEW log number (*if applicable*)
- X. Date
- XI. Control (inner) Seal Number
- XII. Outer Control Seal number
- XIII. Expiration dates
- XIV. Kit #
- XV. Paramedic and witness signature and printed name
 - e. After filling out the NEXT drug card, document the inspection in the “Accessed without Use Reason” section.

Document:

- XII. Date and Time
- XIII. Old and New Controlled (inner) Seal
- XIV. Check the “Monthly Inspection Box” for reason opened
- XV. Paramedic and witness signs and prints their names
- XVI. Fold and slide the Inventory Control Log into the sealable clear pouch so the current “Drug Card” is visible
- XVII. Place the pouch under the styrofoam, with the seal numbers and expiration dates visible from the bottom of kit
- XVIII. Seal the box with the *CORRECT* “Outer Control Seal”
- XIX. Secure the spare Narcotic Controlled Medications back in the refrigerator in the stock room (Room 317)

The supervisor shall document in the Supervisor's Log that the spare controlled medications were checked to inform the remaining supervisors the task was completed

Expired Narcotic Controlled Medications:

All Morphine or Ativan® replaced due to expiration date(s), shall be entered onto the Morphine Expiration Log or Ativan® Expiration Log by:


- a. Entering the current date (month/day/year)
- b. Entering the current time (based upon a 24 hour clock)
- c. The beginning amount of inventory



Approved: 09/06/2013
Version: 3.1

Page 23 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

- d. The amount added to inventory
- e. The end inventory amount
- f. The lot number of each ampule(s)
- g. The source of the ampule
 - Example: Shift Number, Main Supply Inventory
 - The explanation for the entry
 - The witness will legibly sign and print their name
 - The Shift Supervisor will legibly sign and print their name
 - Enter the seal number that was used for securing the inventory

The expired narcotics shall be stored in the container clearly stating **"Expired Morphine" and "Expired Ativan®" and kept under double lock.** This will be separated from the non-expired inventory and returned to the distributor per the latest DEA rules and regulations.

Return of Expired Narcotic Controlled Medications:

If it is determined to be in the best interest of the Department, expired controlled narcotic medications may be returned to the manufacturer or other approved entity for credit or disposal.

All Narcotic Controlled Medications that have expired, will be returned and shall be inventoried in the presence of two (2) Shift Supervisors and returned per the manufacturers and DEA instructions.

Contact Escambia County Emergency Medical Services Administration for further instructions on expired controlled medication(s) return procedures.

Perpetual Log:

The appropriate logs shall be completed any time that a Controlled Narcotic Medication is removed from inventory, replaced, administered, placed within a vehicle or removed from a vehicle. Any entry into the Narcotic Storage Locker or locking bank bag shall be documented on the appropriate Inventory Control Log for that location. Under no circumstances shall a Bureau of Public Safety employee gain access to any Controlled Narcotic Medication without documenting their possession or access and properly maintaining the security of the Controlled Narcotic Medication at all times.


Disposition of Information Reports Involving Controlled Medications:



Approved: 09/06/2013
Version: 3.1

Page 24 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

All Information Reports provided to the Shift Supervisor, by any Attending Paramedic regarding Controlled Medications, shall immediately be reviewed. The Shift Supervisor shall write on the top of the Information Report:

- I. The date (MM/DD/YY) it was received
- II. The time (24 hour clock) it was received
- III. Sign their name.

The Shift Supervisor's signature attests that they have received the Information Report on the date and at the time documented and that they have reviewed the report.

The Shift Supervisor shall perform an adequate investigation of the event, document those findings on an Information Report and attach their findings and conclusions to the Attending Paramedic's Information Report.

A copy of any Information Report required by this policy and the Shift Supervisor's Information Report shall be delivered to the Office of the Medical Director (OMD) for review.

The original copies shall be filed within the Administrative Offices with copies in individual personnel files, when appropriate.

Note: Post 50 (Century): Shall deliver the Information Report to the Shift Supervisor, via fax, prior to the end of the shift with the original to follow.

Consequences:

Disciplinary action could involve the paramedic and the witness.

Disciplinary actions shall be taken on a case-by-case basis depending on the severity of the deviation from this policy, the intention of the employee and any detriment to the patient.

Disciplinary actions are divided into three general classifications.

1. Actual medications
2. Controlled medication Procedure
3. Inventory Control Logs
- 4.

1. 'The Actual Medications'

Including but not limited to:


1. Administration of an expired controlled medications
2. Failure to keep custody of the controlled medications.
1. Failure to remove the controlled medications from a vehicle at the end of the shift.
2. Failure to remove the controlled medications from a vehicle taken out of service



Approved: 09/06/2013
Version: 3.1

Page 25 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

3. Failure to properly secure the controlled medications.

Failure to secure the controlled medications within the ambulance.

Failure to secure the controlled medications within the narcotic security locker or the safe.

First Offense: Automatic written reprimand for the first offense

Second Offense: Automatic one day suspension for the second offense*

Third Offense: Automatic three day suspension for a third offense*

* (If within 12 month period of first offense)

2. “The Controlled Medication Procedures”

Including but not limited to:

Failure to properly inspect the controlled medications resulting in:

Not identifying a controlled medication is expired

Not having the correct amount of medication and not notifying the supervisor

Not replacing an expired controlled medication and not notifying the shift supervisor

Not advising the supervisor that a controlled medication will expire prior to the next monthly drug inspection

Failure to reattach the attendant's security cabinet key back to the ambulance key ring

Loss of any of the keys

Failure to have a witness present for any wastage.

First Offense: Notice of Counseling

Second Offense: Notice of Counseling

Third Offense: Written Reprimand *

Fourth Offense: Automatic one day suspension *

* (If within 12 month period of the second offense)

1. “The Inventory Control Logs”

Including but not limited to:

Failure to follow any portion of this policy dealing with any of the logs

Documentation errors (wrong expiration date)

Failure to legibly complete the logs

Failure to complete all required sections of the logs

Failure to replace a log

Loss of a log

Failure to adhere to any portion of this policy, not directly related to the physical controlled medications


Failure to submit any required information report



Approved: 09/06/2013
Version: 3.1

Page 26 of 27

Approved by:


Charles Neal, D.O. Medical Director



SECURING CONTROLLED DRUGS



Escambia County, Florida - ALS/BLS Medical Protocol

Failure to have a witness present for any wastage

First Offense: **Notice of Counseling**

Second Offense: **Notice of Counseling**

Third Offense: **Written Reprimand ***

Fourth Offense: **Automatic one day suspension ***


* (If within 12 month period of the second offense)



Approved: 09/06/2013
Version: 3.1

Page 27 of 27

Approved by:


Charles Neal, D.O. Medical Director