

Manhattan Fire Protection District

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	Subject: Drug Inventory Control	Date 03/23/11 SOP# 107-1

PURPOSE

To provide a system to monitor and control drug inventory and supplies.

SCOPE

The primary purpose of the Drug Inventory Control System is to provide a means to assure that all medications and medication supplies, including controlled substances, are present and accounted for, as prescribed by the Silver Cross EMS System's policies and procedures.

ENFORCEMENT

It will be the responsibility of the lead paramedic on shift to accurately account for the medications and supplies onboard the ambulance(s) at their assigned station. The EMS Coordinator is the assigned supervisor of this system to assure that it functions properly and to provide discipline and changes when necessary.

DEFINITIONS

Lead paramedic- The assigned paramedic that will be in charge of the ambulance for that shift period. This position is usually assigned by the Shift Lieutenant/Leader.

Controlled Substance Box- A small clear plastic box that is housed inside the larger Drug Box.

Drug Box- The box inside the ambulance that houses medications and supplies (orange pelican style case).

Monthly Controlled Substance Inventory- This is a log for the controlled substances that we carry. This sheet is on the clipboard of each ambulance's daily checks. This log will be utilized on a daily basis and will be changed on a monthly basis.

Weekly Drug Box Inventory Check- This is a log that will be used on every Sunday to record and inventory the contents of the drug box (orange pelican case).

Weekly Controlled Substance Box Inventory Check- This is a log that will be used every Sunday to record and inventory the contents of the Controlled Substance Box.

Weekly Drug Cabinet/Jump Bag Inventory Drug Check- This is a log that will be used every Sunday to record and inventory the drug contents of the cabinet/drawer and the Jump Bag.

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APPLICATION

Daily-

Every morning during ambulance checks the Lead Paramedic will utilize the Monthly Controlled Substance Inventory sheet, located on the clipboard, to verify that all controlled substances are accounted for and present. The Lead Paramedic will also record the tag number of the Controlled Substance Box. You will then sign in the appropriate area and put your SCEMS number in the designated area on the sheet. Your signature confirms that you have certified that all controlled substances are present and you are responsible for them. You can do this without breaking the tag seal as the Controlled Substance Box is completely clear and all substances are visual. The Monthly Controlled Substance Inventory will remain on the clipboard for the next shift and will be changed out on a monthly basis. If you need to enter the Controlled Substance Box to administer a medication or to exchange an expired medication, utilize the Entry Log that is located at the bottom of the Monthly Controlled Substance Inventory. If you encounter any discrepancies or concerns with the above process or you discover medication shortage, contact the EMS Coordinator immediately utilizing your shift chain of command.

If the Lead Paramedic changes during the shift, the new Lead Paramedic should confirm the inventory of the Controlled Substance Box. They will do this by physically looking at the box and confirming its contents and checking that the previous Lead Paramedic has properly logged it on the Monthly Controlled Substance Inventory sheet on the clipboard.

Weekly-

Every Sunday the Lead Paramedic will utilize The Weekly Drug Box Inventory Check, The Weekly Controlled Substance Box Inventory Check and the Weekly Drug Cabinet/Jump Bag Inventory Drug Check to conduct an inventory of the medications and supplies on board our ambulances. The Lead Paramedic will then sign these forms and turn them into the appropriate bin located in the mail box room (Station One) and the "Station One Mail Folder" (Station Two). If you encountered any discrepancies or concerns with the above process or you discover medication shortages, contact the EMS Coordinator immediately utilizing your shifts chain of command.

The EMS Coordinator and the Assistant EMS Coordinator will be the only personnel authorized to order medications and supplies as necessary from the Pharmacy. They will be responsible for keeping track of and replacing any expired medications as needed.

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It will be the responsibility of the Lead Paramedic to exchange medications and to replace medications that are used on ambulance calls. Medications must be replaced at the time of the call before leaving the facility they transported to. The appropriate controlled substance exchange must be utilized per the facilities policy and procedures. If you do not know the appropriate policy, ask the Charge Nurse and the transporting facility.

The EMS Coordinator and the Assistant EMS Coordinator will be maintaining all records and files pertaining to the Drug Inventory Control System. These records will be available for inspection to the Fire Chief and EMS System upon their request.

Signature Chief Dan Forsythe Date: 03/23/11