Title: Controlled Substances

01. Purpose:

The purpose of this policy is to provide control and accountability of all controlled substances used by Advanced Life Support providers.

02. Applicability:

This procedure is applicable to all Advanced Life Support providers affiliated with the Washington County EMS Operational Program.

03. Definitions:

Controlled Substance – A drug or chemical whose manufacture, possession, and use are regulated by the Federal government to include any medication listed within the Maryland Medical Protocols for EMS Providers. Examples include but are not limited to Fentanyl, Morphine, Valium and Versed.

DES EMS Chase Unit – ALS chase vehicle maintained and staffed by DES.

Narcotics Security Log – Standard form issued by the Division of Emergency Services EMS Office that is used to document the usage and replacement of controlled substances.

Monthly Inventory Log – Station developed log for recording drug amounts and expiration dates.

04. Procedures:

a. Inventory:

i. Controlled substances will be carried in the quantities listed in Appendix A of this policy.

ii. All completed Narcotics Security Logs and Monthly Inventory forms shall be forwarded to the Division EMS Office by the 7th day of the new month.

iii. Security Logs and Monthly Inventory forms shall be stored at the DES EMS office for a period of 5 years.
b. Daily/Shift Change Inventory

i. A daily/shift change inventory shall be completed whenever an ALS provider reports for duty regardless of the time and/or circumstances. For stations with multiple sets of ALS equipment and units that are not in service due to staffing, the daily inventory need only be completed once at the start of the day's first shift.

ii. Inventory seals do not need to be broken for the daily/shift change inventory.

iii. The current inventory seal number shall be recorded on the most current version of the Washington County Narcotic Security Log.

iv. The on duty ALS provider is responsible for ensuring that the supply of controlled substances is correct anytime the inventory seal is broken and replaced.

c. Monthly Inventory

i. The monthly inventory shall be completed beginning with the 1st of each month. For stations with multiple sets of ALS equipment, this may be spread across the first week of the month depending on the individual station's inspection schedule.

ii. This inventory will require the visual of each medication package and the application and recording of a new seal.

iii. The amount and earliest expiration date will be recorded on the Monthly Inventory Log.

iv. The new inventory seal number shall be recorded on the most current version of the Washington County Narcotic Security Log.

d. Discrepancies

i. Inventory seal does not match Security Log. The on duty ALS provider MUST:
   a. Notify the on duty station supervisor/duty officer/Corporation Chief.
   b. Complete an inventory of the controlled substances and document on the Monthly Inventory Form.
   c. Record the new seal number on the Narcotics Security Log and indicate the reason for the change.

ii. Inventory Discrepancy (overstock or missing) or a damaged medication container, the on duty ALS provider MUST:
   a. Immediately notify the on duty stations supervisor/duty officer/Corporation Chief and the closest DES EMS Chase Vehicle.
   b. The DES EMS provider will respond to the location and conduct an investigation.
   c. Law enforcement will be contacted as determined by the station administration together with the DES EMS provider.

e. Storage and Security

i. All controlled substances will be stored in an approved drug box and secured with a numbered inventory control seal.

ii. Each drug box must also be secured with a lock provided by the DES EMS Office. This lock may be placed on the drug box or on the interior cabinet in which the drug box is stored.

iii. Drug Box Keys
   a. The DES EMS Office will be responsible for issuing keys to cleared ALS providers and maintaining records of all issued keys.
b. ALS providers are responsible for the security of their issued key and are responsible for returning said key to the DES EMS Office at the time of their separation from the EMS Operational Program or at the request of the Medical Director.

c. In the event that an issued key is lost or stolen, the ALS provider must:
   1. Immediately notify the DES EMS Office.
   2. Within 72 hours, provide written documentation to the EMS office explaining the circumstances surrounding the loss to include the date of the loss, location if known, how the loss occurred and any other pertinent information. This information shall be forwarded to the DES EMS Office through the Corporation Chief.

f. Use, Wasting and Documentation

   i. All controlled substances are to be used in accordance with the current edition of the Maryland Medical protocols for EMS Providers.

   ii. All uses must be documented in the appropriate section of the ePCR and on the Narcotics Security Log.

      a. Narcotics Security Log documentation must include the incident date, provider initials, new inventory seal #, jurisdictional incident # and the amount(s) of all controlled medication(s) administered.

   iii. Any excess controlled substance remaining shall be wasted by the ALS provider:

      a. Medications can only be wasted by flushing the medication down a drain in front of a witness. At no time shall a narcotic be placed in any sharps box.

      b. All wastes must be witnessed by either a registered nurse or another ALS provider.

   iv. All wastes must be documented in the following fashion:

      a. ePCR

         1. All wastes must be recorded in the appropriate section of the ePCR and will include the amount taken (total amount in the vial/ampule), amount administered and the amount wasted along with the witness’s initials. The witness’s printed name and credentials must be included in the narrative section of the ePCR.

         2. If it is not possible to obtain the witness’s signature in the ePCR, then the witness will complete the Witness Section on the Narcotics Security Log.

   b. Meritus Medical Center

      1. For patients transported to Meritus Medical Center, the waste must also be documented and witnessed in the EMS Pyxis.

      2. For patients transported to another facility, the provider will not be required to document the waste in the EMS Pyxis at MMC.

   g. Re-stocking

      i. All controlled substances will be replaced from the EMS Pyxis at Meritus Medical Center.

         a. Providers will ensure that the medication is documented under the appropriate patient name in the Pyxis.

         b. In the event that a patient was not transported to MMC, the provider will enter the information in the Pyxis by adding a “new patient” under the “Add Patient” function.

            1. Last Name = Jurisdictional Unit #
            2. First Name = Jurisdictional Incident #

         c. If staffing levels are insufficient to allow for an outlying unit to re-stock controlled substances then a DES EMS chase unit may be contacted to assist with this task. The following procedure will be used:

            1. The DES provider must be presented with the completed Narcotics Security Log and ePCR along with the used medication container. If the medication container
is unavailable, the DES provider will inventory the remaining medications to
determine the amount needed.
2. The DES provider will then provide the requested medication and witness the
station provider restocking and resealing the drug box.
3. The DES provider will sign the witness section of the Narcotic Security Log for
the new seal entry.

ii. Expiring controlled substances will be replaced via the EMS Pyxis at MMC a minimum of 30
days prior to their expiration date utilizing the following procedure:
   a. Add a “new patient” under the “Add Patient” function
   b. Last Name = Jurisdictional Unit #
   c. Utilize the “Return” function to return and retrieve the appropriate medications.

iii. Controlled substance containers that have been contaminated, broken, breached or have any
physical defects/damage shall be wasted in accordance with this policy.

Approved James Sprecher Jr.,
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Appendix A

Controlled Substances Inventory

ALS Transport Units and Non Supervisory Chase Units

- Fentanyl 400 mcg
- Versed 20 mg

Supervisory Chase Units (1801, 1803, 1811, 1812, Duty 75)

- Fentanyl 400 mcg
- Morphine 40 mg
- Valium 20 mg
- Versed 20 mg