

APPROVAL:



BASE HOSPITAL MEDICAL DIRECTOR

DATE



RESPONSIBLE ADMINISTRATOR

DATE

Policy Number: EMS.12Effective Date: 8/2006Review Date: 12/2007Revision Date: 1/2008See Also Policy Number: PCS-466**SUBJECT: DRUG BOX MAINTENANCE AND CONTROL****POLICY:**

Drug box contents are the property of UPHK Pharmacy and there will be a standard procedure for the daily transfer of drug boxes.

PURPOSE:

To facilitate safe and rapid replenishment and exchange of drug box items to Prehospital personnel.

To ensure proper par levels, storage, and inspection of the drug boxes used by Prehospital personnel.

APPLICABLE TO:

All EMS Agencies based at UPHK
UPHK Pharmacy Department
Prehospital Coordinator
Base Hospital Medical Director

IMPLEMENTATION PLAN:

The hospital is committed to the appropriate in-service education of all those affected by a new policy so that implementation will occur in a consistent and informed manner. The administrator (or designee) in charge of the relevant department will be responsible for the in-service education of those employees affected by the policy. There will be an employee sign-in sheet or other similar documentation to establish the employees who have received education on the policy. The appropriate administrator (or designee) will maintain such documentation.

PROCEDURE:

- 1.0 ALS drug boxes shall be exchanged or restocked in a manner to avoid lengthy "out of service" provider time. Drugs will be supplied by the Pharmacist or Pharmacy technician under supervision of the Pharmacist. (Refer to Policy # PCS-466)
- 2.0 All new drug box requests must be in a formal letter to the Prehospital Coordinator. The letter will state what Agency the drug box is for and at what location the drug box will be used. The Prehospital

Coordinator will forward this letter with an approval letter to the pharmacy. The actual drug box will be supplied by the agency.

- 3.0 When a drug box is issued to an ALS provider, the storage, integrity, security and environmental control in-agency and on-vehicle shall be the ultimate responsibility of the assigned individual. All drug boxes must be secured by a lock system.
- 4.0 Pre-hospital providers receiving drug boxes or replacement drugs are to be in uniform and must provide a certification card verifying his/her level of training. The items in the drug box are restricted to adhere to the approved ADHS drug list.
- 5.0 Each ALS agency is responsible for monitoring drugs for expiration dates, evidence of drug deterioration, and damage to containers and illegible labels with timely notification to the issuing Pharmacy. (Refer to Policy #PCS-466)
- 6.0 Controlled substances will be replaced in Pharmacy with a copy of the telemetry sheet signed by the ordering on-line physician and a copy of the Patient Care Report. If a controlled substance is partially used, the first care form must show amount given, amount wasted, and signature of witness. An RN or MD must witness the waste. If unavailable, it must be witnessed by ALS supervised personnel.
- 7.0 Shortages of controlled substances will be reported to the Pharmacy. (Refer to policy #PCS-466)
- 8.0 The drug box transfer objective is three fold:
 - 8.1 Assure the oncoming shift that drugs are intact and the drug box has been securely locked on the vehicle or locked in quarters with the ALS provider.
 - 8.2 Physically, in the presence of the oncoming and off-going shifts, transfer the responsibility of the contents of the drug box. The drug box transfer must be done between two personnel with whom their certification level permits possession of the drug box.
 - 8.3 Assist in the investigation of missing or damaged controlled substances by assuring accountability of responsible personnel.
- 9.0 Paramedics and I-EMTs representing either shift shall assemble at shift change to review the drug box contents:
 - 9.1 Note the expiration dates.
 - 9.2 Count medication to ensure appropriate amounts are in the drug box as required by ADHS.
 - 9.3 Check labels to assure that the appropriate drugs are in the box.
- 10.0 All ALS providers have the responsibility of signing for their drug box on a daily basis. Each on-coming ALS provider and off-going ALS provider will sign for the accountability of the drug box. Any prehospital provider not adhering to the drug box sign-off will be given a verbal warning. If there is a second occurrence within 90 days, the prehospital provider will receive a written warning. If there is a third occurrence within 90 days, a loss of drug box privileges may result.
- 11.0 All Agencies based at UPHK will fax, mail, or hand deliver the drug box sign-off sheets to the Pharmacy Director as requested.