

## CONTROLLED SUBSTANCE / MEDICATIONS

### INTRODUCTION:

The use and storage of medications must be done according to FDA regulations and approval of our local medical director. This guideline defines how controlled substances and medications are used and documented within River Falls Ambulance Service.

### DEFINITIONS:

Non-Controlled Medications: Any medication that is stored in the ambulance med kits, ambulance med cabinets, or storage room that is not a controlled substance.

Controlled Substances: Ativan, Morphine Sulfate, Diazepam (Valium), Versed, and Dilaudid

### PROCEDURE FOR NON-CONTROLLED MEDICATIONS:

1. All medications will be signed into the storage room by the Director or officer of the service using the date placed into the room with lot number and expiration date of the drug.
2. Each member that removes a medication from the storage room will write down the lot number, expiration date and location where it went and then sign the log.
3. Random inventory checks will record lot number, expiration date and location of non-controlled medications. These checks will be compared to the log in the medication room to ensure accuracy.

### PROCEDURE FOR CONTROLLED MEDICATIONS/SUBSTANCES:

1. Controlled substances must only be handled by Intermediate 99 & Paramedic/RN (considered ALS) personnel trained on the controlled substances. Non ALS personnel are prohibited in handling or using the controlled substances.
2. Controlled substances will be signed into the locked storage room by the Director or any ALS personnel designated by the Director. The lot number, expiration date and date placed into the storage room will be recorded on the controlled substance log.
3. Any ALS person removing the controlled substance from the storage room will record the lot number, expiration date and location where it went. An ALS person must sign the log and have a witness initial or sign as well.
4. Each ambulance will have a controlled substance log. Every controlled substance restocked or used must be documented on this log. The lot number, expiration date and run number must be on the log. The inventory number will also be recorded off the twist lock tag (if this type of tag is used) on the med kits. Each log will require a witness to initial or sign.
5. The storage room and each ambulance will have a controlled substance inventory sheet that will need to be filled out and initialed once per calendar day by the primary crew lead on call ALS person and a witness. *The following schedule will be implemented for daily checks:* The day crew lead ALS person that is on call or starts at 9am will be responsible for even days. Night crew lead ALS person that is on call or starts at 6pm will be responsible for odd days.

### SPECIAL NOTES:

1. Any discrepancy in medication inventory records or log sheets must be immediately reported to the Director or an assistant director of the service to investigate the situation.
2. It is unlawful to use, possess, sell or dispense any medication on the ambulance service outside of ambulance operations.
3. Any member caught misusing or possessing any non-controlled or controlled medication outside ambulance use will be subject to administrative penalties, termination and criminal prosecution.



Timothy Steinmetz, MD