

	<p style="text-align: center;">SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY & PROCEDURES</p>				
<p>TITLE: CONTROLLED SUBSTANCES</p>					
<p>SECTION: GENERAL</p>			<p>POLICY NUMBER: D-21.0</p>		
<p>APPROVED BY: DR. ARTHUR PROUST EMS MEDICAL DIRECTOR</p>					
<p>EFFECTIVE DATE: 09/01/2023</p>			<p>PAGE NUMBER: 1 OF 2</p>		

PURPOSE:

To guide the dispensing of controlled substances to paramedics for utilization on the ALS vehicles.

POLICY:

- 1) The Drug Enforcement Administration (DEA) has defined three basic requirements with respect to record filing and storage of controlled substances:
 - a) Records should be readily retrievable.
 - b) Records should be kept for two years.
 - c) Records should be available for DEA inspection in an efficient and business-like manner and in a sequence that can be easily reviewed on site or back at DEA offices. Orderliness, legibility, and a format compatible
- 2) All Schedule II controlled substances must be secured under lock and key based on DEA laws and regulations. All controlled substances must be stored in a drug box that can be locked in a "Substantially constructed locked cabinet" with 24 hour/day accountability to prevent diversion or tampering with the products.
- 3) All controlled substances carried on the ALS vehicle shall be visually checked for tampering, expiration and counted daily, this is documented on the EMS System approved log form.
- 4) If utilizing a numbered seal, the seal number must be documented on the system approved from.
- 5) If the drug box is resealed in-between the daily checks, a log file must be kept of the old seal, the new seal, why the seal was broken and the signature of the paramedic replacing the medication.

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- 6) If the seal is not the same seal number from the day before and there is no reason documented in the log then an EMS agency supervisor must be notified to investigate this discrepancy. This result of the investigation should be documented in the log file.
- 7) The provider must notify the DEA of a theft or significant loss of any controlled substances within one business day of discovering such loss or theft, fill out an EMS System incident report and contact the EMS System Coordinator.
- 8) Completed logs must be sent to the EMS System on a monthly basis. (Submission by the 15th for the previous month).
 - a) These logs will be reviewed for discrepancies/incompleteness. Any undocumented reasons for discrepancies or incompleteness will be sent back to the EMS agency's EMS Department Coordinator and Fire Chief/Administrator. They will be required to provide a summary of the reason(s) for the errors and remediation that has occurred.
- 9) If a controlled medication is used, the EMS Provider will bring the empty syringe and medication container to the hospital to show the hospital RN that the medication was completely/partially used.
- 10) If controlled substance has not been completely used, the remaining medication will be disposed of by the RN at the re--supplying hospital or by the medic under RN supervision. This waste shall be documented based on re-supplying hospital policy and the waste documented in the narrative and Controlled Substance form of the EHR.
 - a) The Southern Fox Valley EMS System Quality Assurance Coordinator and/or their designee will perform monthly controlled waste audits in collaboration with System Hospital pharmacies.
 - b) Any identified errors will be sent to the EMS agency's Department EMS Coordinator for review and remediation.
- 11) Broken controlled substances will be logged according to procedure at re supplying hospital.
 - a) A system incident report is required for all broken controlled substances.
 - b) The controlled substance must be replaced at the Resource Hospital.

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