

**Title: Handling and Storage of  
Pharmaceuticals**

**Date Issued: December 6, 2005  
Date Last Revised: NEW  
Revision Number: NEW  
Total Pages: 3**

**Purpose:** To establish guidelines for the inventory control, storage, access, care and handling of all Advanced Life Support Medications and authorized ALS boxes.

**Scope:** These procedures apply to all personnel assigned to Fire Operations. Authority to deviate from this guideline rests with the EMS / Supervisors.

**General:** Inventory control, access, care and handling of the ALS box and all medications are the responsibility of the Paramedic(s) on the assigned ALS unit on each shift.

### **300.05.01. Inventory Control**

- The oncoming assigned Paramedic shall physically perform a complete Drug Box inventory each morning.
- This shall be accomplished as close to shift change as possible but no later than 0800 hours. In the event other activities interfere with this time frame, the medication inventory shall be completed as soon as possible.
  - ▷ An inventory shall be completed whenever a Paramedic reports for duty regardless of the time or circumstances.
  - ▷ Medication inventories shall be recorded on the “*Drug Box Daily Inventory*” form verifying the exact quantities of each medication.
  - ▷ These forms shall be retained in the binder provided for each unit, and kept with the assigned drug box on the vehicle.
  - ▷ In the event the Drug Box is moved to a reserve vehicle, the “*Drug Box Daily Inventory*” will be moved and kept with the assigned Drug Box.

- ▷ Narcotics shall be inventoried and the seal number recorded or verified intact every morning.
- ▷ Inventory sheets shall not be altered or destroyed, and shall be sent to the EMS office after completion.
- Unit Identification, date, time, and initials will be recorded in the appropriate spaces on the inventory form.
- The expiration dates for all medications and solutions shall be checked and recorded on the “*Drug Box Daily Inventory*” form on the 1<sup>st</sup> of each month.
  - ▷ Expiring medications and fluids shall be returned to the EMS Supervisor for quarantine and replacement on the first day of expiration month. (Example: If the drug expiration date is 2/1/05 or 2/05 exchange these drugs on 2/1/05.)

The EMS Supervisor shall be notified immediately of any discrepancies discovered during a daily or monthly inventory check. The cause of the discrepancies shall be submitted in writing to the EMS Supervisor through the chain of command. Steps shall be taken to prevent reoccurrence.

If narcotics are missing, notification will be made to the EMS Supervisor, and the Fire Chief through the chain, and notification will also be sent to the current Medical Director with whom the Department has a contract.

In the event the boxes or compartments containing the medications have been tampered with, it will be reported to the Battalion Chief of that shift, EMS Supervisor, and Medical Director (as stated above). If it is determined that there may have been criminal activity the police will be notified for investigation.

### **300.05.02. Storage**

- All Pharmaceuticals are stored in a locked, climate controlled, alarm secured room with access limited to the EMS Supervisor and his designee.
- Pharmaceuticals on units are kept in locked boxes in locked compartments. The Drug box locks are keyed alike. Keys for these locks are numbered and assigned to the Paramedics.

**300.05.03. Accountability**

- The responsible paramedic shall be defined as that paramedic designated by the company officer to perform primary patient care duties and perform medication inventories on that unit / shift.
- The responsible paramedic will be accountable for completion and accuracy of the “*Drug Box Daily Inventory*” and Administration form. Failure to complete the daily inventory and form by 0800 at the beginning of every shift will be grounds for disciplinary actions.
- It will be the station Lieutenant’s responsibility to insure the completion of daily inventory of the drug box by the responsible paramedic every morning by 0800.
- Lieutenants who fail to properly monitor their assigned paramedics medication checkout procedures per this SOG and an inventory discrepancy is found to exist, shall be required to submit in writing to the Shift Battalion Chief, EMS Supervisor, and the Medical Director (as stated above), the reason for the discrepancy and/or the lack of supervision. Failure of the Lieutenant to provide the required documentation will be reported to their Battalion Chief for disciplinary actions.