



City of Winter Park Fire-Rescue

Standard Operating Guideline

330.01

Title: Drug Box / Security Procedures

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Purpose: To provide all employees with a procedure for keeping an accurate inventory of all drugs used by Paramedic employees on this Department.

Scope: The following procedures are designed to be followed by all employees of the Department with special attention paid to those employees assigned to any ALS equipped unit. The procedure shall be followed to insure proper care, use and security of all drugs assigned to be used by the Department. Any deviation from this procedure must be approved by an EMS Supervisor who act as the Department EMS coordinators.

General: It shall be the responsibility of the EMS Supervisors to ensure that compliance with all protocols regarding the use and storage of all controlled substances.

1. All controlled drugs shall be kept in an approved drug box in the form and quantity approved by the current Medical authority having jurisdiction as well as all local, state, and federal laws and mandates.
2. The drug box shall be kept locked with an approved padlock.
3. Only Paramedics shall have a key to the drug box in their possession.
4. The compartment, in which the drug box is carried on the apparatus, shall be kept locked.
5. The drug box shall be checked as soon as possible after shift change for strict compliance to the approved inventory. Any problems shall be called to the Company Officer's attention who will notify the Battalion Chief.
6. If a drug box is provided for a particular piece of apparatus and there is not a Paramedic assigned to that unit on a given day, the drug box and drug box compartment must remain locked at all times, except for a period when other equipment is being removed from the compartment. If the drug box is not taken to the scene and remains with the apparatus, the compartment must be locked.

7. On first day of each month, an inventory of each drug box and drug cabinet shall be taken and forwarded to the on-shift EMS Supervisor, along with a list of needed drugs.
8. When the above inventory is taken, the expiration date of each substance shall be noted and any that expire shall be listed and this list shall be forwarded to the on-shift EMS Supervisor. Any substance found to have expired will be immediately removed from the drug box or cabinet and the on-shift EMS Supervisor will be notified immediately through the proper Chain of Command.
9. It shall be the Battalion Chief's responsibility to see that this procedure is carefully adhered to.
10. It shall be the responsibility of the on-shift EMS Supervisor to periodically check the apparatus, the drug boxes and the drug cabinets for strict compliance to this procedure.

NOTE: When the word approved is used in this SOG it is to mean that which is approved by the current Medical Direction and/or System with which the City has a current contract.



James E. White
Chief of Department