McLean County Area EMS System

1609 Northbrook Dr. Ste. 8
Normal, IL 61761

Phone: (309) 827-4348
Fax: (309) 808-4235

Title of Policy: *Controlled Substances*	**Policy Number:** E-104
Effective Date: 10/2004	**Review Date:** 08/5/2019
Policy Area: Equipment	**Approvals:** EMSSC, EMS MD

Background to Policy:

This policy is to ensure the safe storage, administration and restocking of controlled substances. This will also provide a tracking mechanism for the wasted medication not given the patient.

Policy Statement:

The McLean County Area EMS Systems recognizes the importance of medications carried on Advanced level EMS vehicles in relation to patient care. It is also important to understand the risks involving the potential abuse and addiction of controlled substances.

Policy:

A. All controlled substances will be kept inside each ambulance within the drug box. The medication will be secured inside a pouch or container sealed with a numbered tamper-proof tag.

B. At the beginning of each shift, the on-coming EMT-I or EMT-P will verify that the controlled substance tag is secure and the tag number is to be verified with the log.

After assuring the tag is intact and the number corresponds with the log, the EMT-I or EMT-P must sign the controlled substance shift log.

C. If the tag is not intact or the number is not verifiable, a complete inventory should be taken immediately and an EMS Agency Supervisor shall be notified. An incident report shall be completed and forwarded to the EMS System office.

D. Controlled substances shall be available for inspection by the Illinois Department of Public Health, EMS System Coordinator or authorized other individual by the EMS System.

E. Each usage of a controlled substance must be properly documented including the following information:

- Date of administration
- Time of administration
- Old tag number
- New tag number
- Patient name
- Drug and dose given
- Drug amount wasted
- Total amount of drug
- EMT-I or EMT-P signature
- Witness signature of waste, RN at receiving hospital (waste)

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F. Once a month controlled substances shall be inspected. The inspection will be documented with the old and new tag number. Any discrepancies (missing medication, broken seals, etc.) should be reported to the EMS Agency supervisor immediately. If no problems are found, the log will be signed and witnessed. By signing the log, the EMT-I or EMT-P is ensuring that the controlled substances are secure.

Any deviation of the required controlled substances shall be fully documented.

G. Any controlled substance that has not been administered must be properly disposed. The amount wasted must be noted on the log and witnessed by a nurse or physician at the receiving hospital. When the replacement medication is received from the pharmacy, the EMT-I or EMT-P will sign the narcotic log in the Hospital.

H. At the end of each shift, the EMT-I or EMT-P will verify that the controlled substance tag is secure and the tag number is verified with the log. Any new tag number will be documented on the log.

After assuring the tags are intact and the number corresponds with the log, the EMT-I or EMT-P must sign the controlled substance shift log.

I. At the end of each month, the EMS agency must send a copy of their controlled substance logs (one for each unit carrying controlled substances) to the EMS office, by no later than the 5th day of new month. Failure to do so can result in suspension of use of narcotics or other disciplinary actions. The control log will be inspected and reviewed by the QA Coordinator to ensure appropriate use of narcotics and to look for any discrepancies in documentation.

Resources:

1. EMS and the DEA JEMS