Controlled Medications Policy and Procedures

Policy

To comply with federal, state and local regulations regarding procurement, storage, accountability, administration and destruction of controlled substances all personnel shall comply with this policy.

Controlled substances are defined for this policy as morphine and midazolam (Versed).

Procedure

• All controlled substances shall be supplied and used for single-dose patient administration only.
• All controlled substances should be stored either:
  o in the designated ambulance safe and/or
  o in the duty station’s designated safe
• All controlled substances stored in an assigned ambulance safe and in the duty station’s designated safe shall be counted each shift
• Any paramedic/nurse/physician who is accepting responsibility (coming on duty) for any controlled substances shall examine the controlled substances for signs of damage and expiration date and then document in the appropriate place on the controlled substance register.
• The paramedic/nurse/physician relinquishing responsibility will co-sign in the indicated area.
• If a controlled substance is used or wasted during the shift, the following must be noted both on the patient care record and in the controlled substance register (see sample page).
  o Patient name
  o Time of incident
  o Patient care record number
  o Amount of medication given and amount wasted
  o Name of paramedic/nurse/physician administering controlled substance
• A copy of the patient care record must be placed in the controlled substance register notebook for any patients given a controlled substance.
• All controlled substances stored at any duty station shall be double locked in a designated secure area. All controlled substances stored at a duty station shall be counted and documented:
at the beginning of every month
whenever a controlled substance is removed
whenever a controlled substance is returned

• The designated controlled substance coordinator shall coordinate the replacement/removal of controlled substances from their inventory and shall maintain a list of all controlled substances for company.

• The Medical Director shall be notified (and an incident report written) immediately whenever any controlled substance appears broken, damaged or compromised in any way. All discrepancies shall be resolved as soon as possible.

• The Medical Director shall be notified (and an incident report written) immediately whenever there is a discrepancy of any sort involving the amount of controlled substances in the inventory. All discrepancies shall be resolved as soon as possible.

• Personnel shall NOT borrow controlled substances

• Personnel shall NOT restock other agencies

• The following shall be required when controlled substances are expired:
  o All paramedics/nurses/physicians shall notify the designated controlled substance coordinator any time they encounter expired controlled substances
  o Any expired controlled substances shall be returned to LLUMC pharmacy for disposal by the designated controlled substance coordinator and/or Medical Director. Upon returning any expired medications the following should be documented:
    ▪ Time and date
    ▪ Person returning medications
    ▪ Person receiving medications
    ▪ Amount of each medication returned

• Keys to any controlled substance safes shall be in the possession of authorized personnel while on duty and may not be duplicated.

• Keys to any controlled substance safes shall remain in a locked area when not assigned to a specific person.