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PURPOSE

This procedure describes the standard transfer and exchange procedures of paramedic drug boxes and auxiliary drug boxes such as Haz Mat Tox Box, Special Event drug boxes and Bike Team drug boxes.

POLICY

Crew Change Transfer Process

Drug boxes will be checked at a minimum at the beginning of each 24-hour shift. Both Paramedics from the on-coming shift shall inspect the drug box and its contents including the tag numbers on the Narcotics Box. Contents will be checked for count, placement, expiration date, breakage, tampering, labeling and correct tag number.

Rescues

The paramedic assigned to the Rescue should inspect the drug box and contents with a paramedic from the Engine Company that is at the station where the Rescue is assigned. In the event that the Engine Company is unavailable during the Rescue drug box check, the EMT assigned to the Rescue should serve as the witness to the drug box check.

Haz Mat Toxicology Box

The Haz Mat Toxicology Box will be secured with a numbered lock tab and will have a list of drug outdates visual from the outside of the box. The tag will be inspected every shift for signs of tampering. The Haz Mat tag number will be entered into Fire Wire along with the Engine drug box shift as outlined below. The internal contents of the Haz Mat Toxicology Box will be inspected at least weekly.

Drug Boxes on Apparatus without an MCT Not Staffed 24 Hours

For apparatus that are not in service 24 hours (specifically special event apparatus/ bike team), the drug box check off form must be filled out at the beginning and end of the shift by the assigned paramedics. Included on the check off form shall be the names of everyone assigned and the tag # of the drug box and/or narcotics box. The Drug Box Check Off Form will be sent via inner office mail to the EMS Office at the end of the event.

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Drug Box Check Off for Multiple Apparatus Stationed at Lake Pleasant with Seasonal Extended Hours of Operation

Drug box check off procedures will vary dependent upon apparatus and staff deployed. The Deputy Chief – Medical Services will issue a drug box check procedure memo at the beginning of the seasonal extended operational hours. This policy will be tailored to accommodate regulatory requirements as well as resource and staffing deployment.

Actions to Be Taken:

No Discrepancies of Items

The on-coming paramedics will enter their ADHS certification number into the Drug Box Inspection Report, on Firewire under Masks via the MCT, as soon as practical, after inspecting the drug box. By completing this report, the on-coming Paramedics are also confirming that any other auxiliary boxes are present, locked with a numbered tag and the expiration dates have been reviewed. This must be completed no later than 10:00 am unless extenuating circumstances exist i.e. call volume, out of service training etc.

Discrepancies Noted: Regular Drugs (Non- Controlled Substances)

- In addition to completing the Drug Box Inspection Report, remarks describing any discrepancy shall be entered in the “Notes” section of the Report.
- Notify the Company Officer.
- The Company Officer will notify the on duty Battalion Chief and the Deputy Chief – Medical Services
- The on-duty shift will be responsible for correcting any discrepancies
- An incident report will be filed with the issuing pharmacy as required.

Discrepancies Noted Controlled Drugs

Missing, broken or any evidence of tampering, the following actions shall be taken:

- The company officer will immediately notify the On- Duty Battalion Chief.
- The On- Duty Battalion Chief will notify:
 - The Deputy Chief of Operations
 - The Deputy Chief – Medical Services
 - The Deputy Chief –Medical Services will notify:
 - Base Hospital Issuing Pharmacy.

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- Arizona Department of Health Services
- The Peoria Police Department

The off-going shift will remain available until the Police Report is completed. The On-coming shift will complete the Drug Box Inspection Report noting the discrepancies.

Entries will be made into the MCT Logbook documenting actions taken (i.e., personnel involved, police officers name and badge number, etc.).

A memo describing the incident as well as the Police report will be forwarded to the Deputy Chief – Medical Services within 24 hours.

Drugs that are unintentionally broken during the course of a shift shall have the following actions are to be taken:

- Notify the base Hospital Pharmacy or Prehospital Coordinator.
- Complete an incident report as required by the base hospital pharmacy.
- Enter comments on the MCT.
- Notify the On-Duty Battalion Chief and the Deputy Chief- Medical Services

Item for Item Exchange

This section applies to the replacement of individual drug box items. Paramedics will comply with the exchanging agent's procedural instructions and documentation requests.

Disposal of Unused Controlled Drugs

Portions of controlled drugs drawn or prepared for administration and not given shall be disposed of as follows:

- If unused portions of controlled drugs are surrendered to a health care facility agent, the name of each individual surrendering and accepting the drug; the drug name; and the amount not used shall be documented on the ePCR EMS Incident Report.
- If unused portions of controlled drugs are disposed of by the paramedic at the health care facility, the disposal shall be witnessed by a health care facility agent and the names of those persons disposing and witnessing shall be documented

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on the ePCR EMS Incident Report.

- Paramedics shall comply with the procedural instructions and documentation requests of the health care facility agent.

Locking the Drug Boxes

The drug boxes will remain locked in the drug box cooler. For those instances when an Apparatus is without a cooler, the drug box will be secured with an external combination lock when not in use. All paramedics have been notified of the combination to the locks. Only ALS personnel with a valid code issued by the EMS Division will have access to the drug box cooler or Pelican combination locks. (reference: ARS R9-25-210,D,3,d)

Access to the Drug Box

Only ALS personnel will access the drug box for daily checks, restock, or to access drugs used in patient treatment, (reference: ARS R9-25-210, D,3, e), with the exception of precepted paramedic students who may access the drug box with the direct supervision of ALS personnel. The company officer will be responsible for compliance of ALS only access.

EMT-P Drug List

The Arizona Department of Health Services Approved Paramedic Drug List is found in the Peoria Fire Department Treatment Guidelines Manual.

Reference: ARS R9-25-803

Approved:  _____ 10/12/2017
Bobby Ruiz, Fire Chief Date