

Chapter VII Reports and Communications

Subject 4 Daily Drug Accountability and Custody

704.01 Purpose:

- A. To establish a standard approach for meeting the State Pharmacy Board requirements for accountability and custody of all medications utilized by the Cincinnati Fire Department.
- B. To ensure that each paramedic team is confident that each tour of duty is begun with the standard required equipment and medications.
- C. To establish a system to track where, when, and to whom medications are administered.
- D. To limit the liability of the fire department and its members through a structured accountability and tracking system.
- E. Reduced costs.

704.03 Objective:

- A. To seal and secure all medications on paramedic companies and to keep accurate records of the medication inventory.

704.05 Accountability and Custody:

- A. Company commanders, company officers, acting officers, (including non-paramedic officers) paramedic training officers, and regularly assigned or detailed paramedics to paramedic companies will be responsible for execution of this policy.
- B. The oncoming officer, acting officer, paramedic training officer, or paramedic in charge will check the integrity of the breakaway seal for the following drug storage locations:
 - 1. Engine Company
 - a. Narcotics case
 - b. Drug Box
 - c. Drug Storage Locker (in station house)
 - d. Children's Hospital Pediatric Kit

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2. Medic Unit

- a. Narcotics Case
- b. Drug Box
- c. Drug Storage Locker (in station house)
- d. Children's Hospital Pediatric Kit
- e. Drug Storage Compartment in apparatus

- C. The seal number on each storage location will be checked with last recorded number on the drug or narcotic drug seal record sheet.
- D. At least two personnel (one must be a paramedic) will break the seal on each drug storage location. The drug storage locker in the fire station only needs to be opened for re-supply purposes. The seal numbers should be verified at that time.
- E. Once opened the paramedic must check the integrity of the contents of each container for damage, tampering, or expiration. The paramedic shall check the levels of medications and supplies in the location and re-supply according to levels normally carried. A standard form shall be used for reference as to the inventory of each storage location.
- F. Reseal the containers with a new seal and record the old and new seal numbers on the "Daily Seal Number Record Sheet". See attached document.
- G. Narcotics shall be kept in the drug box in a clear storage container that is sealed. This will permit inspection of the narcotics without breaking the seals. There is no need to break the narcotics seal on a daily basis if there is no evidence of tampering, damage, or expiration. The current seal number should be compared to the previous seal number and both numbers shall be recorded on the "Daily Seal Number Record Sheet".
- H. On Medic Units the "Daily Seal Number Record Sheets" will be kept on the unit in a three-ring binder for easy access. A three-ring binder of "Daily Seal Number Record Sheets" will also be kept in the drug storage cabinet at the fire station.
- I. On Engine companies the "Daily Seal Number Record Sheets" will be kept in a three-ring binder at the fire station for access when checking or restocking the drug boxes. If the drug storage locker is in a remote

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location in the fire station then a three-ring binder of “Daily Seal Number Record Sheets” can also be kept in the drug storage cabinet.

- J. When “sealed” items are broken for use or restock during the tour of duty the following procedure will be used:

1. Medic Units

- a. The crew will reseal the drug storage location and record the new seal number in the “Daily Seal Number Record Sheets” binder. This is usually done while cleaning up and restocking at the hospital while preparing for your next response.

2. Engine Companies

- a. The crew will reseal the drug storage location and record the new seal number in the “Daily Seal Number Record Sheets” binder at the fire station. This is usually done while cleaning up and restocking after returning to quarters while preparing for your next response. During this delay the officer shall ensure the drug storage box is not left without supervision until the box can be restocked and sealed.

704.07 Form Completion and Record Keeping

- A. There will be one form for recording seal numbers for custody and accountability purposes:

1. Daily Seal Number Record Sheet

- B. On the Daily Seal Number Record Sheet the following information will be completed in this order:

1. Date: Enter the date
2. Location Type: Fill in the appropriate location where you are replacing a broken seal. Write Drug Box, Narcotics, Airway, Medic Cabinet, or Storage Cabinet in the space.

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3. # M.S. Enter the number of M.S. Present
4. # Versed Enter the number of Versed Present
5. #Fentanyl Enter the number of Fentanyl Present
6. Old Seal #: Enter the old seal number
7. New Seal #: Enter the new seal number
8. Seal Intact: Write Yes or No for correct findings when checking the seals
9. Case Intact: Write Yes or No for correct findings when checking the seals
- 10 Reason: Check the reason the seal was broken. If a reason exists other than those listed then utilize the blank spot and enter the appropriate information.
11. Badge #'s: Enter badge numbers (at least two) of the persons who checked the drugs.

- C. When the forms are full they shall be removed from the binder in the unit or cabinet at the station and placed into a three-ring binder at the fire station for a period of three years.
- D. All "M.S./Fentanyl/Versed Form-47" shall be kept in a separate file at the company indefinitely.

704.09 Computer Program

- A. The computer database program for drug accountability will be utilized to keep track of the actual drug stock for each company and will be used to record when drugs are used according to date and run number.
- B. Whenever a drug is used on a patient it shall be entered in the computer program with a run number assigned. The program will prompt you to enter a run number when entering the information.
- C. Whenever a drug is found expired, damaged, used for training, etc. then a reason must be listed in the program as to why it occurred when it is taken from the inventory.
- D. The computer program will allow you to adjust your level under the add/delete selection and it will adjust your actual on-hand total once ALS Supervisor verifies the changes.

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- E. The program generates an “M.S./Fentanyl/Versed Form-47” when either of these drugs are used. This specific information must be entered into the program at that time.
- F. All changes in the inventory level need to be approved by ALS Supervisor.

704.11 Reporting Problems

- A. If a problem is found within the company with personnel not completing the required forms on a daily basis the company officer or commander will be responsible for progressively disciplining their personnel that are not following the procedure.
- B. Missing or damaged drugs, especially narcotics, will be reported to ALS Supervisor and EMS 2 immediately.

704.13 Rotation of Medications and Expiration

- A. Medication stocks assigned to companies shall be rotated in order to minimize expiration and the potential administration of expired medications to patients.
- B. Drugs will be rotated in the following fashion on Medic Units:
 - 1. Those that expire first shall be kept in the drug storage compartment on the unit
 - 2. Those that expire next shall be kept in the drug box
 - 3. The remaining drugs will be kept in the drug storage locker in the fire station
- C. Drugs will be rotated in the following fashion on Engine Companies:
 - 1. Those that expire first shall be kept in the drug box.
 - 2. The remaining drugs shall be kept in the drug storage locker at the fire station
- D. The drugs in the Children’s Hospital Pediatric Bag will not be rotated with the CFD drugs. These drugs will be exchanged with Children’s Hospital upon reaching their expiration. Do not remove the expiration date tag from the CHMC pediatric bag. If there are any changes/exchanges with your pediatric bag, notified your ALS Supervisor.

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- E. Once drugs expire they will be returned to ALS Supervisor. Drugs will expire on the date in which the container states usually month, date, and year. If no specific date of a month is listed then the drug will expire on the 1st of the month listed (example: 11/02).
- F. Do not send expired, used, damaged drugs or controlled substance form thru Inter-Departmental Mail to ALS Supervisor. The controlled substance form shall be completed by end of your tour and delivered to ALS 34 or have ALS Supervisor to pick it up for outline single fire houses. . **DO NOT SEND THRU INTER-DEPARTMENTAL MAIL.**

704.15 Drug Stock Inventory

- A. The entire drug stock will be inventoried on the first day of each month by the on-duty paramedic(s) and the new totals will be listed in the computer based accountability program. Drugs shall be counted from each location that the company keeps drugs and the final total will be entered into the program. The CHMC kits are excluded from this inventory.
- B. Efforts shall be made to determine why discrepancies exist in the actual totals on hand as compared to the totals on the computer program.
- C. Drug expiration dates will be checked on the entire stock on the first day on the month when the inventory is completed.
- D. When narcotics are used, expired or damaged, will be reported to ALS Supervisor immediately for replacement. Remember only paramedics can sign for delivered meds.

704.16 Destruction/Waste of Controlled Substances

- A. **Ohio Administrative Code 4729-33-03 (J)** Destruction of partially used controlled substances can be accomplished, with the appropriate documentation, by two licensed health care personnel.
- B. Therefore, only CFD certified emergency medical technician-paramedics, will sign the appropriate CFD controlled substance wasted forms, which requires two signatures.
- C. The CFD controlled substance wasted forms will be carried on all Medic Units in a gray inter-departmental envelope.
- D. Secure all unused controlled substance in narc-bag until ready to waste.

704.17 Acquiring Two Signatures for Controlled Substance Forms

- A. Obtaining two signatures may be cumbersome, especially at a single engine fire house, therefore this procedure will assist the paramedic to obtain the 2 required signatures on the controlled substance wasted form. The second paramedic must witness that controlled substance being wasted for the paramedic to sign the form. However, if the paramedic used all the dosage of the controlled substance on a patient, then 1 signature is required. **DO NOT SEND CONTROLLED SUBSTANCE WASTE FORM THRU INTER-DEPARTMENTAL MAIL.**
- B. Single engine fire house can obtain signatures in the following matter:
 - 1. Have a paramedic from any Medic Unit witness the wasted med(s) for his/her signature.
 - 2. Can request an ALS Supervisor to respond to their quarters to witness the wasted med(s) for his/her signature.
 - 3. If time permits, the paramedic on engine/ladder can waste the controlled substance on-scene and have paramedic on Medic Unit to witness and sign form.
- C. Medic Units can obtain the signature in the following matter:
 - 1. Return to quarters to have paramedic assigned on engine/ladder company to witness the wasted med(s) for his/her signature.
 - 2. Can respond to ALS Supervisor quarters to witness the wasted med(s) for his/her signature.
 - 3. If time permits, the paramedic on Medic Unit can waste the controlled substance on-scene and have paramedic on engine/ladder to witness and sign form.