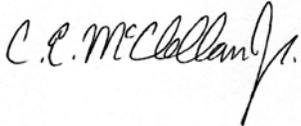
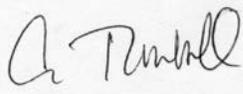




**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



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| Section: | EMS Operations | SOP: | 9.3 |
| Subject: | Drug Exchange/Replace/Use and Wasting Documentation | Executed: | 11/27/2012 |
| | | Revised: | |
|  Approved: C. E. McClellan Jr., Deputy Chief | |  Approved: Christopher Turnbull, MD, OMD | |

PURPOSE

The purpose of this SOP is to establish a procedure for documenting and recording the exchange of and/or wasting of expiring drugs.

INTRODUCTION

The Winchester Fire and Rescue Department (WFRD) obtain drugs approved by the Virginia Office of Emergency Medical Services and our Operational Medical Director for use by Advanced Life Support providers from the Winchester Medical Center Pharmacy (WMCP). The drugs are stored in a sealed plastic drug box that is secured in a locked compartment on EMS transport units. The WMCP replenishes drugs when they are used for patient treatment and also replenishes drugs when they are near their expiration date. Recent changes implemented by the WMCP have increased the liability/responsibility for EMS agencies and EMS providers. This SOP is designed to reduce the liability.

DEFINITIONS

Exchange – Expiring drug is turned into WMCP and a drug with a good date is given to the ALS provider for placement in the drug box.

Replace – Expiring drug is shown to WMCP technician and is replaced on a one-for-one basis, the ALS provider is responsible placing the drug received into the drug box. The ALS provider will retain possession of the expiring drug and be responsible for wasting and recording the expiring drug.

PROCEDURE

1. The EMT-Intermediate or EMT-Paramedic (ALS provider) assigned to the EMS transport unit is responsible for accounting for and recording of all drugs in the drug box during daily apparatus and equipment inspections by utilizing the department's Drug Box Inventory form (attachment A).
2. The Drug Box Inspection form (attachment B) shall be utilized to record the seal number each time the seal is replaced and for recording drug box inspections of the second run EMS unit.
3. The Drug Usage form (attachment C) shall be used to record drug(s) when they are used for patient care.
4. Any drug that is within **5** days of expiration will be recorded on the LFEMSC Monthly Drug and Narcotic Accountability Expiring Inventory Exchange Form (attachment D). The completed form will be faxed to the WMCP at 540-536-7819.
5. Expiring Benzodiazepines (versed, etc) and Narcotics (morphine, fentanyl, etc) will be taken to the WMCP and exchanged on a one-for-one) basis (or narcotic pack for narcotic pack when possible. Due to nationwide drug shortages drug packaging and concentrations may be different.
6. All other drugs that are expiring will be taken to the WMCP and shown to the WMCP technician. The WMCP technician will replace the expiring drug on a one-for-one basis when possible. Due to nationwide drug shortages drug packaging and concentrations may be different.
7. The ALS provider is responsible for placing the exchanged/replaced drug(s) into the drug box.
8. The ALS provider is responsible for immediately wasting (while at WMC) any drug that is expiring. Anytime the wasting of drugs is necessary the ALS provider must complete the Drug Exchange/Replace and Waste Record form (attachment E).
9. The ALS provider must have a witness (WFRD EMS personnel or WMC RN) verify the drug that is being wasted. The witness must print and sign their name on the Drug Exchange/Replace and Waste Record.

