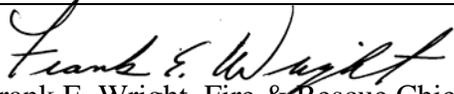


	STANDARD OPERATING PROCEDURES	
	SUBJECT	Drug Boxes
	REFERENCE NUMBER	SOP-06-06
	EFFECTIVE DATE	January 1, 2006 Revised June 29, 2010
	Signature of Approval	 Frank E. Wright, Fire & Rescue Chief

Introduction:

On April 23, 2010 the Lord Fairfax Emergency Medical Services Council (LFEMSC) instituted a new method for obtaining drugs after they have been used for patient care. This new method was created by a change in operating procedure by Valley Health Systems. The Virginia Board of Pharmacy approved the change for drug replenishment. The change shifted responsibility for assuring that drug boxes were properly replenished and stocked from the Winchester Medical Center pharmacy to the pre-hospital EMS personnel that utilized the drug for patient care. After discussing the change and increased responsibility for EMS personnel with our Operational Medical Director it was decided the Department will no longer utilize the yellow Stat drug box. The Epi Pen, Epi Pen Jr. and Glucagen will be placed into the orange drug box. Also, the Operational Medical Director wants the Drug Box on the first run transport unit to be inventoried daily. In addition, we found it necessary to revise SOP-06-06.

Purpose:

To establish a procedure for inspecting, inventorying and recording the contents of the drug box, replenishing used drugs, replacing drugs expiring within 30 days, handling an unsealed drug box and investigating missing drugs.

Procedure:

Inspecting, Inventorying and Recording

1. Staffed Transport Units
 - a) The drug box on staffed transport units must be inventoried as soon as practical after the unit has been placed in service with the emergency communications center.
 - b) The Winchester Fire and Rescue Department Drug Box Inventory Form (Attachment A) should be completed when the drug box is inventoried.
 - c) All drugs should have expiration dates recorded individually.
 - d) After completing the inventory the drug box should be resealed and the new seal number recorded appropriately.

2. Non-staffed Transport Units
 - a) The drug box on non-staffed transport units must be inspected daily to verify the drug box is properly sealed.
 - b) The Winchester Fire and Rescue Department Drug Box Daily Inspection form (Attachment B) should be utilized to record the necessary information.
 - c) If a previously Non-staffed Transport Unit is placed in service at anytime during a shift follow the steps outlined in number 1. Staffed Transport Units procedure from above.

Replenishing Used Drugs

1. When drugs are used on an incident it is the responsibility of the attendant-in-charge to complete the Drug Usage form (Attachment C) and to assure proper quantities of drugs are retrieved from the hospital and placed in the drug box prior to the transport unit returning available for service.
2. Bottles of Aspirin and Nitroglycerin tablets will be carried in the sealed drug box and will be reusable.
3. Nitroglycerin tablets will be replenished/exchanged when the bottle contains eight (8) or fewer tablets.
4. Bottles of Nitroglycerin shall be exchanged at the Winchester Medical Center emergency department per guideline.
5. Aspirin tablets shall be replenished by adding a second bottle of Aspirin tablets to the drug box when the first bottle contains eight (8) or fewer tablets. All contents of the first bottle should be used unless the bottle reaches its expiration date.
6. An extra bottle of Aspirin tablets will be provided to each station for their EMS supply inventory. The Aspirin shall be maintained in a secure location.
7. When the extra bottle of Aspirin is placed on an EMS transport unit a request for an additional bottle shall be made through the Department's EMS Captain.

Exchanging Expiring Drugs

1. Expiring drugs shall be exchanged at a minimum of 30 days prior to expiration at the hospital pharmacy.
2. If multiple items are expiring at the same time the LFEMSC Monthly Drug and Narcotic Accountability Expiring Inventory Exchange Form (Attachment D) should be completed and faxed to the hospital pharmacy 24 hours prior to the desired pickup date. This will allow the pharmacy time to have the items ready for exchange and reduce the amount of time spent out of service.

Unsealed Drug Box

1. When a drug box is found to be unsealed prior to inventorying or inspecting the person discovering the unsealed drug box should immediately get another department member to witness and verify the drug box inventory process.
2. The Winchester Fire and Rescue Department Daily Drug Inventory form (Attachment A) should be completed when the drug box is inventoried.

3. If all drug box contents are accounted, then properly reseal the drug box.
4. If any drug can not be accounted, follow the procedures under Investigating Missing Drugs.

Investigating Missing Drugs

1. If any drug is missing from the drug box during inspection or when opened for use, the career duty officer shall be immediately contacted and the situation reported to him. If the career duty officer is not immediately available, the Department's EMS Captain, Operations Captain or Fire and Rescue Chief shall be notified by the person finding a drug to be missing.
2. In the event that the drug box or drug box seal has evidence of willful tampering, the Department officer notified will then notify either the Department's EMS Captain, Operations Captain and/or Fire and Rescue Chief.
3. Local law enforcement will be notified to conduct a criminal investigation.
4. The Operational Medical Director and Office of EMS Program Representative shall be notified by phone and in writing.
5. The initial Department officer notified shall serve as the lead investigator for the Department unless relieved of such duties by a higher ranking department officer..
6. The Department officer will assure that the apparatus on which the drug box was found is placed out of service with the Emergency Communications Center.
7. The Department officer will determine if personnel from the station will remain available for service utilizing other apparatus.
8. The Department officer will start an investigation, which will determine the following items:
 - a) The drug and quantity missing.
 - b) The individual that last utilized and sealed the drug box. This may be verified by review of Patient Care Reports or through utilizing The Winchester Fire and Rescue Department Daily Drug Inventory form or The Winchester Fire and Rescue Department Drug usage form.
 - c) The date the missing drug was last utilized. This may be confirmed by using the Firehouse reporting system report generator.
 - d) If the missing drug was replenished by Winchester Medical Center on the date it was last utilized.
8. A typed report of the investigation, including written statements from all personnel involved and any recommendation regarding corrective or disciplinary actions, shall be forwarded to the Fire and Rescue Chief as soon as possible.
9. The unit on which the missing drugs were found may be placed back available for incident response when deemed appropriate by the investigating officer(s), and when a properly sealed and stocked drug box has been placed on the unit.