

Falmouth Fire-EMS Operating Guideline

Medications Accountability

Objective:

To establish the policy of Falmouth Fire-EMS Department which outlines medication checks. This will assist in the accountability of medications.

General Information: Medications carried on staffed apparatus shall be checked daily. Medications carried on all other apparatus will be checked on a weekly basis.

Guidelines:

A. Medication Access

1. Out of Drug Box and Drug Box Medications
 - a. Only non-Narcotic Medications shall be stored in these locations.
 - b. These Medications are accessible to all members of Falmouth Fire-EMS.
 - c. No Member should administer medications they are not licensed to administer.
2. Controlled Medications/Narcotics
 - a. These Medications are only accessible to Maine EMS Licensed Paramedics and full-time officers.

B. Medication Checks for Falmouth Fire-EMS Personnel

1. Out of Drug Box Medications
 - a. Checked and logged daily on all Ambulances.
 - b. Checked and logged weekly on all other apparatus.
2. Drug Boxes
 - a. Seal Number and next expiration date must be logged daily.
3. Controlled Medications/Narcotics
 - a. The Paramedic(s) on duty are responsible for the accountability of the narcotics at all times and shall never leave Controlled Medications unattended.
 - b. Seal Number and next expiration date must be logged daily.
 - c. If there is no Paramedic at Central Station or Station 4; an officer on duty will perform daily check and log of Controlled Medication.
4. The Medication Logs
 - a. Medication Logbooks are kept on each ambulance.
 - b. All other apparatus are logged electronically.
 - c. All logs should be updated during daily/weekly checks and any time a medication is administered or replaced.
 - d. Drug Box and Narcotic Log should be updated whenever a seal is broken.

- e. Log Sheets shall be checked on a monthly basis by the Fire Chief, or designee.
- 5. Discrepancies:
 - a. Any discrepancies in medications will be reported immediately to the Weekly Duty Chief.
 - b. Any discrepancy with Controlled Medications will also be reported to the Fire Chief.
 - c. The Fire Chief, in consultation with the Medical Director, will notify Maine EMS and the Maine Medical Center Pharmacy.
 - d. The Fire Chief may also notify the Falmouth Police Department and Drug Enforcement Agency (DEA) if necessary.
 - e. A full report of the investigation of missing Controlled Medications and any action(s) taken regarding the incident will be sent to Maine EMS as soon as it is complete.
- 6. Expired medications will be replaced on or before the last day of the month.
 - a. Some out of box medications are stocked in the EMS locker.
 - b. All other medications will be replaced using "Expired" patient through Maine Medical Pyxis by the Fire Chief or designee.
- 7. Controlled Medications, Drug Boxes, and Out of Drug Box Medications should be removed from Ambulances that go out for service to any outside vendor for longer than 8 Hours.
 - a. The Drug Box and Out of Box Medications will be kept in a secured space until the Ambulance is put back in service.
 - b. Controlled Medications will be secure in the safe in Administration at Central Station.
- 8. No changes to the storage of medications or medication accountability system will be made without the permission of the Fire Chief.

C. Documentation/Monitoring

- 1. Medication administration will be documented in accordance with Maine EMS rules and protocols, including in the Patient Care Report.
- 2. Medication Administration Errors:
 - a. Providers will report any medication error to the receiving facility RN/MD.
 - b. Fire Chief or designee and Medical Director will be notified of any medication error as soon as possible.
- 3. Monitoring
 - a. Medication administration shall be monitored through Falmouth Fire-EMS QA/QI.
 - b. Controlled Substance administration shall be monitored by MMC Pharmacy.
 - c. Access logs to the Knox MedVault will be reviewed monthly by the Fire Chief or designee.

These guidelines may be changed or altered by the Fire Chief at any time.