

# Standard Operating Procedures Manual

## **City of Poquoson Fire and Rescue**



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830 Poquoson Ave.  
Poquoson, VA 23662  
757-868-3510  
F757-868-3514

### **EMS OPERATIONS**

**SOP#:** EMS 9.00

**Title:** Drug Box Procedures

**Effective Date:** 11/30/2008

**Revised Date:** 11/30/2008

Robert W. Berry  
**Fire Chief's Signature**

James P. Wheeler  
**City Manager's Signature**

John J. Davis  
**Operational Medical Director**

### **DRUG BOX PROCEDURES**

#### **I. PURPOSE**

The purpose of this policy is to provide prompt and efficient exchange of drug boxes with regional exchange hospitals and to maintain security of drug boxes in the pre-hospital setting.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

#### **II. APPLICABILITY**

All career and volunteer personnel

#### **III. POLICY**

It shall be the policy of the Fire/Rescue Department to maintain drug boxes in a serviceable and secure condition.

Peninsulas Emergency Medical Services (PEMS) regional drug boxes may be exchanged at regional facilities participating in the exchange program. The "P" designation indicates a PEMS region box.

**Standard Operating Procedures Manual**  
**EMS 9.00** **Drug Box Procedures**

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Drug boxes shall be exchanged after each use or two weeks prior to expiration.

Any used items; trash and or biohazards must be removed prior to exchange. The Attendant-In-Charge is responsible for the condition of the exchanged drug box.

All boxes brought to the pharmacy for exchange following medication use shall be accompanied by a copy of the Pre-Hospital Patient Care Report signed by the physician indicating which medications were ordered to be administered to that patient. The Pre-Hospital Patient Care Report must legibly include the patient's name, date, EMS agency and personnel.

Narcotics must be accounted for upon box exchange. Any wastage should be witnessed and documented accordingly on the Pre-Hospital Patient Care Report and/or the hospital Drug Exchange Log. The narcotics must be wasted in the Emergency Room and an RN must witness and sign the PPCR with the Attendant in Charge prior to taking the drug box to the pharmacy.

Used sharps shall be removed prior to drug box exchange.

Significant packing problems discovered by EMS personnel shall be documented on a PEM Pre-Hospital Drug Box and IV Incident Report. A copy of the form shall be left with the drug box upon exchange and the original shall be forwarded to the EMS Officer.

Non-PEMS drug boxes should not be accepted for exchange. Contact the EMS Officer if the exchange hospital does not have a PEMS drug box. If the EMS Officer is unavailable for contact, the medic crew should go to the next closest hospital to exchange the drug box.

Drug boxes are to be maintained under lock and key for security reasons. Crew members with keys shall maintain them in a secure location.

**Standard Operating Procedures Manual**  
**EMS 9.00** **Drug Box Procedures**

Damaged drug boxes shall be removed from service and returned to a participating hospital pharmacy for exchange. Complete a PEMS Pre-Hospital Drug and IV Incident Report. Leave a copy of the report with the drug box and forward one copy to the EMS Officer.

In the event of any discrepancies with the drug boxes, the EMS Officer shall be notified immediately and the PEMS Pre-Hospital Drug and IV Incident Report completed.

If the drug box discrepancy involves missing or stolen narcotics, notify the appropriate local police agency and the State Police Narcotics Division Task Force.

Check the drug box at the beginning of each shift to verify that it is present and to verify that the box is not within two weeks of the expiration date. A drug box within two weeks of expiration should be exchanged at the earliest convenience.