

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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EMS OPERATIONS

SOP#: EMS 20.00

Title: Medication Management and
Pharmacy

Effective Date: 09/01/2024

Revised Date: _____



Fire Chief's Signature



City Manager's Signature



Operational Medical Director

**MEDICATION MANAGEMENT AND
PHARMACY**

I. PURPOSE

The Medication Management and Pharmacy policy is designed to be a reference for all Poquoson Fire/Rescue staff in order to ensure safe and accurate medication ordering, storage, distribution, control, and adherence to state and federal requirements. This policy governs Virginia Schedule VI medications. For controlled Schedule II-V medications, see EMS 21.00 Controlled Substances.

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

II. APPLICABILITY

All Career and Volunteer personnel

III. PROCUREMENT

Purchase of routine pharmaceuticals is made through ordering from an established pharmaceutical vendor. The Department's Supervising Practitioner (Medical Director) shall provide a copy of their current Virginia Medical License and Drug Enforcement Administration (DEA)

License to all approved vendors as required.

IV. RECEIVING

Items purchased from vendors are shipped to Station 1 as the Registered Location on the department's Controlled Substance Registry (CSR) issued by the Virginia Board of Pharmacy. Employees listed on the Authorized Personnel list approved by the Medical Director may receive and sign for these items. Immediately upon receipt, the items will be placed in the locked Schedule VI cabinet in the EMS Storage Room to be inventoried and stocked. Any packing slips and/or receipts shall be sent to the EMS Chief for filing within 24 hours.

V. INVENTORY CHECK/STOCKING

Station 1 Storage Room – At least monthly, or sooner, if necessary, a medication inventory and expiration date check will be performed on each Stat Box, Drug Box, as well as the main supply cabinet.

Field – Each Stat Box and Drug Box shall be issued with the items listed on the applicable inventory form. These boxes will be sealed prior to being issued with a numbered tag. Field inventory will be conducted at shift change or when possession is otherwise transferred and may be completed by ensuring the tamper seal is intact and the expiration date of the 1st drug to expire has not passed. The appropriate box number, seal number, and expiration date will be noted on the daily check sheet.

New medication supply and used Stat Boxes and Drug Boxes will be inventoried and stocked/restocked by 2 Paramedics or 1 Paramedic and 1 Company Officer or EMS Chief. In the event the aforementioned staff are not available, 1 Paramedic and 1 Intermediate may stock/restock and a written explanation of why the required staff were not available shall be sent to the EMS Chief for documentation/filing.

VI. DISTRIBUTION TO FIELD PERSONNEL

Stat Boxes and Drug Boxes may be exchanged in the EMS storage room at Station 1. A used box, with the Medication Use/Wastage Form completed and attached, will be placed in the designated area. A new box may then be signed out, documenting the box number, seal number, and vehicle number on the appropriate form.

Restocking Stat Boxes and Drug Boxes will primarily be done on a weekly basis. If at any time the supply of sealed and ready Drug Boxes falls below 5, the Station Officer shall notify the EMS Chief immediately and restocking will occur within 24 hours.

VII. STORAGE

Stat Boxes and Drug Boxes shall only be stored in the appropriate cabinet in the EMS Supply Room or on an Office of EMS licensed vehicle. If in an unattended vehicle, the boxes shall be locked or kept in a locked cabinet. Every effort shall be made to assure a safe environment for storage to protect these boxes from extreme temperature, humidity/moisture, light, damage, or contamination.

All medications shall remain in their original packaging until use as required by Virginia law.

VIII. MEDICATION VERIFICATION

Any personnel who are administering a medication must verbally verify the medication prior to administration. The first verification shall occur when the medication is taken from the Stat Box or Drug Box. The second verification must occur immediately prior to administration. This verification must be stated out loud to another member of the department. The verification must include the drug name, dose required and route given. If another department member is not available, the provider should exercise caution and ensure the proper drug name, dose, and route.

IX. DOCUMENTATION FOR MEDICATION USE

Medication usage shall be documented:

- Within the applicable data fields of the ePCR
- On the Medication Use and Wastage form

X. RESTOCKING

Every Monday, or as required if stocked boxes are used quickly, the EMS Chief shall oversee restocking all used boxes. Restocking will include a complete inventory of the used box, application of a new seal to the box, and transferring the hand written documentation on the Medication Use and Wastage Form into the department's current electronic tracking system.

XI. WASTE/EXPIRATION

Waste – If waste is required of non-controlled substances in the field, document on the Medication Use and Wastage form the drug used, amount administered, expiration date and the amount wasted. A witness shall also sign the Medication Use and Wastage form.

Expired Items shall be returned to the EMS Storage Room for disposal. All expired medications shall be kept separate and locked in a marked container until ready for disposal. Disposal of expired medications will occur through a third-party vendor specializing in medication and controlled substance destruction and disposal.

XII. BROKEN MEDICATIONS

In the event a medication is broken or damaged, the event shall be documented on the Medication Tracking Form. If the event occurred during patient care, document the medication event in the ePCR and notify the Station Officer to ensure the event is documented on the Medication Tracking Form.

XIII. INVENTORY DISCREPANCIES

If a medication is unaccounted for at any time, all boxes and storage areas must be checked to see if the item was misplaced. Check for ePCR numbers on the Medication Tracking Form to match all items missing. If the item(s) are located or accounted for, there is no actual discrepancy. If the item(s) are not located, the EMS Chief shall notate the discrepancy in the tracking records and maintain these records for the required time period.

XIV. RECORDS MAINTENANCE

The following information is required to be retained in the EMS Pharmacy area as well as through the electronic tracking system used by the department:

- Medications received by item description, quantity, and date
- Medications issued (given) by incident, date, and administering provider
- Return of expired controlled substances
- Routine inspection records

All written, printed, and electronic documentation is to be kept on file for two calendar years, not including the current year. All protected health information will be disposed of by destructive means.

XV. TRAINING MEDICATIONS

Expired non-narcotic medications may be used for training purposes or for the dissemination to other schools or institutions for training purposes. Any medications that are used for training or supplied to another school or institution shall be documented through the Medication Tracking form.