



Mukwonago Fire Department

OPERATING PROCEDURES

Controlled Substances		Approved by: Chief Jeffrey R. Stien	
POL #41	Draft Date: 02/08/2016	Revision Date(s):	Effective Date: 2/24/16

PURPOSE: The purpose of this policy is to define the Mukwonago Fire Department's position on the use, administration, and management of controlled substances.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy rests with the officer in charge who will be responsible for the results of any deviation.

CONTROLLED/PARALYTIC MEDICATION PLAN

1) Bulk purchase of controlled / paralytic medications

- All purchases of controlled / paralytic medications will be made through Medical Director approved pharmacy.
- Completed 222 form will be used to purchase all narcotic medications

2) Storage of controlled / paralytic medications

- Bulk storage of Fentanyl, Versed, Morphine and Ketamine will be stored at Prohealth Care Mukwonago ER and Waukesha ER's in a supplied Omni cell drug dispensing machine.
 - Medication will be removed when used on a patient or medication is found to be or near expiration.
- Bulk storage of Ativan, Succinylcholine and Rocuronium will be stored in a locked EMS supply room at MFD station 1. Located in the supply room is a door room sized refrigerator that will house the medications. Access into the refrigerator can only be done by approved Mukwonago Fire staff. Access is limited by the use of an electronic lock that requires a 6 digit number combination to be opened. The lock automatically logs the person who opened the fridge, time it was opened and time the door was closed. In the event the lock was opened by force or access is denied due to an invalid number combination administrators are alerted via text and email.
 - Every time the fridge is opened the log must be filled out. The log goes in chronological order and asks the beginning count, vials removed, where they were placed and for what reason.
- Bulk storage of Etomidate and Diprivan will be stored in the department's drug vending machine that is housed in the locked EMS room at MFD station 1. Access into the vending machine can only be done by approved Mukwonago Fire staff. Each medication and supply that is housed in the vending machine can also be tailored so only certain

people have access to controlled / dangerous substances. Access is limited by the users having to swipe their department key fob and a 4-6 digit corresponding number combination. The vending machine automatically logs the users who swiped their fob, time, requested the medication and quantity. For Etomidate and Diprivan an email is automatically sent to administrators noting the medication has been removed.

3) Ambulance storage of controlled /paralytic medications

- Sealed Controlled substance case will contain
 - Fentanyl
 - Morphine
 - Versed
 - Ketamine
 - Diprivan

- Sealed RSI Case
 - Etomidate
 - Fentanyl
 - Versed
 - Ketamine

- Sealed Refrigerated Drugs
 - Succinylcholine
 - Rocuronium
 - Ativan

Ambulance checks are done on Mondays and Tuesdays of each week. Each time the ambulance is checked, each case listed above is inventoried. This insures that all drugs are checked at least once per week. During the check, the red numbered seal that is attached is broken and the case is visually checked. Each time the case is accessed the corresponding log must be filled out. A completed log must have the broken seal and new seal numbers listed, along with the beginning and ending count of all the medications found in the container. In the event the medication was used on a call it also requires the ambulance run number, amount of medication administered and wasted to be filled in. Waste of medication must be witnessed and signed for by 2 members of the department.

Expired medication are removed from the service, logged and sealed with a numbered locked. The expired medication is placed into a double pad locked container. Every 6 months the container is emptied and all medications are sent in accordance with FDA regulations to EXP for disposal. All controlled / paralytic medications are disposed of in this manner.