

# Shelby County Emergency Services Association

## Pharmacological Agents Accountability Plan

These guidelines will be in effect for Shelby County Emergency Services Association, 612 Court Street, Harlan, Iowa and its program substation: Panama Fire Panama, IA and Elk Horn Fire Elk Horn, IA.

### **PURPOSE:**

This guideline is designed to effectively access and control the security and storage of All Pharmacological Agents. These guidelines/procedures are to ensure proper handling from purchase, to administration to the patient, to the expiration of the medication.

### **GUIDELINES**

#### **Personnel**

All Pharmacological Agents for the **Shelby County Emergency Services Association** will be under Medical Control Physician **Dr. Scott Markham, D.O.**, and issued per script.

The Service Director for Shelby County Emergency Services Association will be **Jason Wickizer**, Shelby County EMA.

**Joi Schwery**, and **Craig Smith** have been designated as the inventory control specialist, as such, they have access to all pharmacological agents for ordering, receiving and distribution of drugs and devices to the primary and substation sites.

#### **Controlled Substance Plan:**

##### **Controlled Substances Stock/ Re-stock:**

Deleted for 2018 (No longer Authorized)

##### **Controlled Substances Security / Storage:**

Deleted for 2018 (No longer Authorized)

##### **Controlled Substances Usage:**

Deleted for 2018 (No longer Authorized)

##### **Controlled Substance Waste:**

Deleted for 2018 (No longer Authorized)

## **Pharmacological Agents**

### **Pharmacological Agents Stock/ Re-stock:**

A varying supply will be kept on hand for meeting the needs and availability of the medication. Adulterated medications are logged and wasted according to local protocol. Medications administered in the treatment of patients are recorded on the patient care report and medication usage log by name. These medications are secured from a varying number of pharmacies depending upon availability of needed medications.

### **Pharmacological Agents Security / Storage:**

Pharmacological Agents shall be maintained in a locked manor. Drug bags shall have the medication areas locked and secured to the squad. Proper temperatures/humidity shall be maintained for all medications, with temperatures recorded with the monthly inventory. All units and primary base inventory will be inventoried monthly. Substation programs will not maintain any base inventory.

This log will be checked on a monthly basis or at anytime, by the assigned inventory control personnel for each unit.

### **Pharmacological Agents Usage/Waste:**

Pharmacological Agents can be administered by any credentialed department Paramedic or Advanced Emergency Medical Technician in any given scenario as stated by the current Shelby County Emergency Services Association Protocols. Pharmacological Agents can also be administered as directed by a sending or receiving physician within the practitioner's scope of practice.

Any Pharmacological Agents administration shall be documented by Patient Care Report and the Medication Order form.

The following should be recorded on the Patient Care Report: Patient's name, address, date of birth, date of administration, time and dosage.

All Pharmacological Agents administered shall have a order form, ie: Medication Use form with signature of the EMS transporting crew member.

Any sharps will be disposed of in a bio-hazard sharps container.

Pharmacological Agents that are expired shall be disposed of appropriately. These agents shall be disposed of into the primary sanitation system, with documentation and annotation of: Drug, amount, date and witness.

## **Record Keeping / Inspections:**

The ambulance service shall keep logs of all Pharmacological Agents and Controlled Substances at each of the offices for all daily and monthly checks. All checks shall be maintained at the main office, and available for inspection.

All past and present controlled substance records will be kept on hand at the office for easy retrieval and be kept separate from other department or medical records. Medications will be visually inventoried at least monthly.

Primary and Substation Program Sites shall be inspected at least monthly to ensure: the storage area is clean, free of debris, the temperature and humidity is regulated, there is limited access by employees and the medication storage cabinets are secured to the building.

The department is subject to inspection by the Service Director, Medical Director, Pharmacist or State EMS or DEA at any given time and must keep records on hand for possible examination/audit.

An annual log shall be maintained of all personnel who have access to Controlled Substances and Pharmacological Agents.

### **Initial and Continuing Education:**

Department Paramedics and Advanced EMT's will:

Be a credentialed Paramedic or Advanced Paramedic with Shelby County Emergency Services Association.

Be in attendance of yearly assessment at EMS Conference in January - RE: Pharmacological Agents administration and ALS skills.

### **Quality Assurance (QA):**

It will be policy of Shelby County Emergency Services Association to maintain quality assurance with the following:

Waste procedures with proper documentation.

Restock procedures at the pharmacy and its paperwork.

Emergency Services Association Base and the Substation Program.

An annual report of QA should be made noting any changes deemed necessary by the service medical director.

### **Drug Testing:**

If there is a suspicion that any department personnel is abusing any controlled or illegal substance, it will be the right of the Shelby County Emergency Services Association to have the personnel drug tested and it will be provided by the department.

State EMS must be kept advised of any information dealing with any findings during the testing/investigation of a service provider. Any findings of Controlled Substances or illegal substance abuse, constitutes immediate termination of service with the department and possible criminal charges.

Findings of Controlled Substances or illegal substance abuse shall be reported to local law enforcement.

### **Loss Reporting:**

Any lost or stolen items should be immediately reported to the Service Director.

Any theft shall be reported in the same manner to the local law enforcement.

**Controlled Substance Access:**

Deleted for 2018 (No longer Authorized)

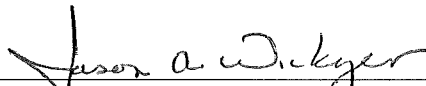
**Shelby County Emergency Services Association**

**Controlled Substances/Pharmacological Agents  
Accountability Plan**

**Signatures:**

\_\_\_\_\_  
Dr. Scott A. Markham, DO

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Date

  
\_\_\_\_\_  
Jason A. Wickizer, Service Director

3/26/18  
\_\_\_\_\_  
Date

Review Date: 03/26/2018