Patriot Ambulance – Narcotics Policy and Procedure

Each oncoming paramedic crew shall immediately perform a full examination of each drug box to ensure adequate count and amount of all drugs. If unable to obtain an accurate count via direct visualization of Narcotics through clear cover; the seal may be broken during daily inspection and documented accordingly in the daily check section. Both crew members must be available if seal is to be broken for inspection purposes. Drug boxes shall be locked when not in use.

Control Procedures. The following practices shall be observed by all crews:

Narcotics must be counted and numerically tagged by an oncoming and an off-going paramedic during each shift / crew change. Both an on-coming and off-going paramedics must sign for the current narcotic drug count in the narcotic drug log book. If a call at shift change prevents both oncoming and off going paramedics to count together, the oncoming crew shall notify a supervisor, and both crew members on duty are to sign the narcotics log.

Narcotics levels, tags and inspections must be logged in the Drug Book each shift.

Narcotics keys must be kept on the person(s) of the ALS crew members.

The tag seal should be placed in the center hole of the narcotics box. The narcotic box should be placed in the rear corner of the orange drug box. The pad lock for the orange drug boxes should be locked on the same side as the narcotic boxes.

The ALS Coordinator or the Narcotics Officer shall inspect Drug Boxes and narcotic boxes each month. The narcotic count will be signed off by the ALS Coordinator/Narcotics Officer and the on duty paramedic.

Mis-dosages, the loss of keys or Drug Books, tampered seals, or missing drugs shall require:

Immediate verbal notification of General Manager or Operations Director and Narcotics Officer.

Immediate verbal notification of the attending physician (if mis-dosage).

Immediate verbal notification of the ALS Coordinator.

Immediate incident report generated by both crew members.

(Unresolved incidents shall be reported to OEMS/FDA within 24 hours)

Compliance. Theft, mishandling or failure to report a drug error shall result in the termination of employment. Repeated loss of narcotic keys may also result in termination of employment. Failure to request drug replacements below par levels or a failure to report irregularities in drug counts (or loss of narcotics keys) shall result in severe disciplinary action, up to and including termination.
Restocking. The Narcotics officer will restock narcotics to their par levels during monthly inspections. If at any time, the narcotics levels drops below half, the ALS coordinator/On duty supervisor shall be notified immediately. If narcotics levels are noted to be at half par level at the start of a shift, the on coming crew must immediately notify a supervisor.

Expirations. All Narcotic medications will be checked by during monthly checks by Narcotics officer. Administering Paramedics must still verify the expiration date prior to drug administration.

Par levels. The Narcotics par levels for an Advanced Life Support ambulance will be as follows:

Morphine = 40mg
Valium = 40mg
Versed = 20mg
Fentanyl = 400mcg (as of 02/01/2008)

Narcotics Administration. Dosage and Medical Control orders shall be documented on the Patient Care Report (PCR). Waste, dosage, patient name, PCR number and witnessing signature shall be recorded in the Drug Book, along with remaining narcotics balances.

Documentation Procedures/Instructions:

Daily Check: Fill out a line in the daily/shift log located in the first half of the book as per example.

Usage:

1) Once Narcotics have been used. Fill out “NARCOTIC ADMINISTRATION” portion located in 2nd half of book. Please make sure all signatures are obtained. Reseal the box and document the seal number.

2) Sign in the Narcotics in again in the daily sign-in with new levels and new seal number. Also make sure to circle “Narcs used on shift”.

Replacement: During Narcotic replacement. Please fill out a line in the daily/shift log located in the first half of the book, with new levels and new seal number. Also make sure to document amount added in the comments section.