



**ADVANCED LIFE SUPPORT UNIT MEDICATIONS**



I. AUTHORITY:

*Health and Safety Code, Division 2.5, Section 1798.2 and Division 10, Section 11122; California Code of Regulations, Title 22, Section 100145. State Board of Pharmacy memorandum dated 8/19/75.*

II. APPLICATION:

This policy defines a procedure for all medications (controlled and uncontrolled) that are purchased, stored and used by advance life support (ALS) providers. Uncontrolled medications may be obtained from the assigned hospital or independent vendor. Each ALS unit will be assigned to a base hospital (BH) or specified paramedic receiving center (PRC) for the purpose of initial stocking or restocking of controlled and uncontrolled drugs.

III. PROCEDURES:

All medications.

A. All ALS providers must have a policy in place that designates:

1. Personnel who can order and pick-up ALS medications.
  - a. A designated fire department employee may pickup and distribute uncontrolled drugs.
  - b. Only licensed paramedics working on units assigned to the base hospital or PRC may order and pick-up controlled drugs.
  - c. The provider agency will issue the appropriate pharmacy:
    - 1) A list of all paramedics units assigned to that hospital, and
    - 2) An alphabetical list of all licensed paramedics in their department.
    - 3) A list of personnel who may pick-up uncontrolled medications.
2. Departmental policies and procedures for completing a monthly inventory which includes checking:
  - a. Medications stored in original packaging.
    - 1) Expiration date.
      - Outdated medications should be exchanged for current (in date) medications.
    - 2) Intact packaging that is unmarred and has a legible lot number.
    - 3) Evidence of tampering.

*Italicized Text Identifies Quotations From An Authority Outside The OCEMS.*

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**ADVANCED LIFE SUPPORT UNIT MEDICATIONS**



- b. Storage to avoid temperature extremes.
  - c. Inventory quantities.
  - d. Recalls/FDA alerts.
    - 1) The hospital pharmacy or supply agent will notify the fire department paramedic coordinator of all recalls pertaining to medications supplied by the hospital or supply agent.
    - 2) Return recalled medication to the hospital or supply agent.
  - e. Outdated, unused controlled drugs must be returned to the pharmacy in accordance with Drug Enforcement Administration (DEA) guidelines.
- B. All controlled substances must be regulated as follows:
- 1. ALS units will be treated as a service area extension of the hospital and therefore no DEA form 222 will be utilized.
  - 2. All controlled drugs shall be obtained from the pharmacy.
  - 3. Controlled substances must be stored in a locked area to prevent unauthorized access.
  - 4. As an extension of a hospital emergency department, ALS unit controlled substance administration records will be identical to the forms required by the hospital pharmacy at the affiliated hospital.
  - 5. The controlled substance administration record form will be kept on board the ALS unit at all times.
  - 6. The amount of partially used/wasted drugs must be noted. A licensed MD or RN must sign/initial controlled substance administrative records as a witness to the unused/wasted drugs.
  - 7. When a controlled substances administration record is completely filled out, it shall be returned to the hospital pharmacist and exchanged for replacement medication and a new form. Medication count will be transferred to the new form.
  - 8. At each shift change, an oncoming Emergency Medical Technician-Paramedic (EMT-P) and an off going EMT-P will check the controlled substances inventory on board the ALS unit.
  - 9. Both EMT-Ps will attest to the current inventory by signing the controlled substance inventory record form and will document any discrepancies. The base hospital will do periodic audits of the controlled substance tracking sheets. The record of administration will be maintained by the hospital pharmacy for three years.
  - 10. All discrepancies must be reported immediately to the ALS provider agency paramedic coordinator and the pharmacist from the supplying hospital. The hospital pharmacist will report any discrepancy to the DEA and the California State Board of Pharmacy.

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11. Replacement for breakage of controlled drugs will occur by documenting on the controlled substance administration record and returning it and the broken container to the hospital pharmacy.

C. Controlled Drug Inspection/Audit of ALS Units:

- Hospital pharmacy personnel reserve the right to inspect ALS provider agency medication storage areas and to review fire department policies to ensure compliance. Unannounced audits may be performed by the base, the OCEMS, or the State Board of Pharmacy Inspectors.

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Approved:

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