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|  | **DEPARTMENTAL**  **GUIDELINES OF PRACTICE** | **Number:** PHC 1-26  **Page 1 of 3** |
| **Date OF ORIGIN:**  February 22, 2007 |
| **TITLE:**  **USE AND CONTROL OF PRE-HOSPITAL MEDICATIONS** | | |

PURPOSE

Flagstaff Medical Center ALS Base Hospital Administrative Medical Director will oversee the use and control of pre-hospital agents. The Base Hospital Pharmacist-in-charge, if pharmacy supplies and retains ownership of agents, will oversee control of agents supplied to EMS providers.

DEFINITION N/A

PROCEDURE

USE OF PRE-HOSPITAL AGENTS

1. An EMCT will administer an agent only if authorized to do so under A.C.C. R9-25 Article 5 and by the Administrative Medical Director.
2. An EMCT will monitor an agent only if authorized to do so under A.C.C. R9-25 Article 5 and by the Administrative Medical Director.
3. An EMCT will assist with patient self-administered agents only if:
   1. Authorized either to assist in patient self-administration of the agent or to administer the agent under A.C.C. R9-25 Article 5.
   2. The agent is supplied by the patient.
   3. The patient or, if the patient is a minor or incapacitated adult, the patient’s health care decision-maker indicates that the agent is currently prescribed for the patient’s symptoms.
   4. The agent is in its original container and not expired.

CONTROL OF PRE-HOSPITAL AGENTS

1. EMS Agency will obtain agents authorized by the Administrative Medical Director only from a person authorized by law to prescribe the agent or with a current and valid permit, issued by the Arizona State Board of Pharmacy, authorizing the person to operate a drug wholesaler or pharmacy.
2. Transfer of agents between EMS Agencies under Flagstaff Medical Center ALS Base Hospital Administrative Medical Direction or supplied by Base Hospital Pharmacy will be documented as follows:
   1. Refer to attachment Pre-Hospital Transfer of Agents Form.
   2. FMC Emergency Department may not re-supply agents.
3. Waste of controlled agents must be witnessed and signed by two certified or licensed healthcare providers on a pre-hospital care report or Pre-Hospital Transfer of Agents Form.
4. EMS Agency will provide the following to the pharmacy when re-supplying agents:
   1. Copy of patient care report.
   2. NCR copy of “Emergency Department Telemetry Record”, signed by the Emergency Department physician, if a controlled substance was ordered by that physician.
   3. Copy of “EMS Medications Box Replacement Form”.
   4. Copy of “Pre-Hospital Transfer of Agents Form” if an agent is transferred in the field.
5. EMS Agency will establish, implement, and comply with a written standard operating procedure, applicable to each EMCT for whom the ALS Base Hospital supplies agents or provides administrative medical direction, that requires:
   * 1. A written chain of custody for each supply of agents, including at least the following:
     2. The name, EMCT certification number, or employee identification number of each individual who takes custody of the supply of agents; and
     3. The time and date that each individual takes custody of the supply of agents.
     4. Each individual who takes custody of a supply of agents to do the following:
6. Upon initially taking custody of the supply of agents, inspect the supply of agents for expired, deteriorated, damaged or altered containers or labels, or depleted or missing agents;
7. Upon determining that any of the conditions described in Section 5(b)(1) exists, document the condition, notify the ALS Base Hospital Pharmacist-in-charge or Administrative Medical Director if a controlled substance is depleted, visibly adulterated, or missing, and obtain a replacement for each affected agent for which the minimum supply is not present; and
8. Record each administration of an agent on a prehospital care report;
   * 1. Each EMCT on duty for the EMS Agency to have access to at least the minimum supply of agents required for the highest level of service to be provided by the EMCT.
     2. Mechanisms for controlling inventory of agents and preventing diversion of controlled substances; and
     3. Includes that an agent is kept inaccessible to all individuals who are not authorized access to the agent by policies and procedures required under Section 5 and, when not being administered, is:

1) Secured in a dry, clean, washable receptacle;

2) While on a motor vehicle or aircraft registered to the emergency medical services provider or ambulance service, secured in a manner that restricts movement of the agent and the receptacle

3) If a controlled substance, locked in a hard-shelled container that meets requirements in Section 5 (e)(1)that is difficult to breach without the use of a power cutting tool and

i. Locked inside a motor vehicle or aircraft registered to the emergency medical services provider or ambulance service

ii. Otherwise locked and secured in such a manner as to deter misappropriation, or

iii. on the person of an EMCT authorized access to the agent

* + 1. That each agent to which an EMCT has access while on duty for the EMS Agency is kept inaccessible to unauthorized individuals at all times.

1. EMS Agency will provide, for each EMCT under administrative medical direction, access to copies of the EMS Agencies written standard operating procedure required under Section 5.
2. The Administrative Medical Director or Base Hospital Pharmacist-in-charge will notify in writing the Department of Health Services Bureau of EMS and Trauma Systems within 10 days after receiving notification from an EMS Agency of any quantity of a controlled substance that is depleted, visibly adulterated, or missing.
3. The Administrative Medical Director and Base Hospital Pharmacist-in-charge will comply with all Arizona State Board of Pharmacy and U.S. Drug Enforcement Administration requirements related to the control of agents.

EXPIRING MEDICATION REPLACEMENT- FLAGSTAFF MEDICAL CENTER ONLY

1. Medications will be replaced within 30 days prior to the expiration date.
2. EMS Agency will be assigned to either the first week of each month or the last week of each month to replace expiring medications at Flagstaff Medical Center Base Hospital Pharmacy.
3. EMS Agency will fax to FMC Pharmacy an “EMS Medication Box Replacement Form” for each box with expiring medications needing replacement on the Monday of their assigned week. A fax face sheet with a contact person name and phone number should be sent with the forms.
4. Medications will be available for pick up on Wednesday of the assigned week.
5. Flagstaff Medical Center Pharmacy will notify agency if it is unable to have medications available on Wednesday.

RELATED DOCUMENTS Pre-Hospital Transfer of Agents Form

REFERENCES N/A