



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
Subject:	Drug Box Exchange
Reference Number:	EMS 03-005
Effective Date:	1-Nov-13
Last Revision Date:	27-Dec-22
Signature of Approval	Curtis Sheets, Chief

**Purpose:**

To provide a clear and concise guideline for exchanging drug boxes.

**Policy:**

No Cardiac (aka; CT, Drug, and/or C) boxes shall be left open or used at any stations occupied by Wintergreen Fire or Rescue staff.

Any staff member that has an opened or used box must exchange the box immediately once the required paperwork has been completed.

- If a narcotic drug vial cap has been removed the box must be exchanged. The reason the drug vial cap was removed shall be documented in the report. The narcotic must be wasted, witnessed, and documented.
- Only the staff member responsible for the box should go out of service to exchange the box unless the unit is a considerable distance from the station and/or is closer to the hospital where the box can be exchanged.

Under extenuating circumstances (call volume and/or crew fatigue) a box exchange may be pushed to the next day duty crew. In this circumstance the following shall take place:

- A completed report shall be placed in the box.
- Controlled substances shall be checked by the original AIC and crew member taking responsibility for the box to assure the correct numbers.
- Reseal the box with a Wintergreen Rescue tag and record the tag number and personnel the box was handed off to in the report associated with the call.
- Exchange the box as soon as possible!
- Assure the box is secured in a locked compartment on the ambulance or in the supply room until exchanged.
- If something benign happens to or within a drug box and supplies were not used for a patient it can be resealed so long as all narcotics are accounted for with no less than two providers.

An open drug box shall not be transported in a Wintergreen Fire or Rescue staff's personal vehicle at any point during the exchange process. Ideally a response vehicle from one of the stations will be used for the exchange.

Any variance from this policy requires an OIC consultation.