



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Medication Storage & Security
Reference Number:	EMS 03-019
Effective Date:	1-May-18
Last Revision Date:	28-Nov-23
Signature of Approval	Curtis Sheets, Chief

Purpose:

To provide information and guidance on securing and storage of medications, medication kits, and supplies.

Policy:

Medications and medication kits shall be stored and secured in accordance with Virginia Board of Pharmacy Regulations 18 VAC 110-2-10 and Virginia Emergency Medical Services Regulation 12 VAC 5-31-520.

Medications, fluids and administration equipment shall always be maintained within their expiration date.

Medication kits, needles, and syringes shall be stored within a locked (drug box) compartment on each vehicle. Once the unit has reached the hospital, the medication kit shall be taken into the ER along with the patient, when applicable. At no time shall an open medication kit be left unattended in the ambulance while providers are in the hospital ER's. IV fluids and assorted administration equipment shall not be hung in the patient compartment pre-incident.

All medications should be protected from extreme heat and cold. The United States Pharmacopeia-National Formulary (USP-NF) defines a controlled temperature as: A temperature maintained thermostatically that encompasses the usual and customary working environment of 68°-77°F; that results in a mean kinetic temperature calculated to be not more than 77°F; and that allows for excursions between 59°-86°F that are experienced in pharmacies, hospitals and warehouses. Provided the mean kinetic temperature remains in the allowed range, transient spikes up to 104°F are permitted, as long as they do not exceed 24 hours.

Pharmaceuticals stored in medication kits on ambulances and/or emergency response vehicles shall be removed from the vehicle and placed in a climate controlled environment when the vehicle cannot be positioned to prevent exposure to extreme temperatures above 86°F or below 59°F. The ambulance or emergency response vehicle keys shall be left with the medication kit to prevent leaving the medication kit when responding to a call for service.

Medication kits and drug boxes shall be removed from vehicles leaving the premise for maintenance and stored in the locked medical supply room.

The stock of medications is to be stored in the pharmacy cabinet(s), must be locked, and temperature controlled. Access to the locker is restricted to authorized personnel only.

If the medication freezes, destroy the medications and order replacements.

Members shall not possess or carry personal medication kits, medications, or IV supplies for use on patients.

Any loss, theft, or tampering of any medication shall be immediately reported to the Officer in Charge (OIC).

The OEMS shall immediately be notified in writing of any loss, theft or tampering of any controlled substances or regulated medical devices. The Drug Diversion reporting form can be found on the OEMS web site.


Expired medications are to be removed from inventory and wasted.

Personnel that will have access to the pharmacy cabinet(s) lock code:

Entire staff while under Schedule VI controlled substance registration

Schedule VI medications to be stored in the pharmacy cabinet(s) include:

81mg Aspirin tablets	0.4mg Nitro tablets
Nitropaste	2.5mg Albuterol
0.5mg Atrovent	15/60 drop set(s)
IV Catheters 14-24ga	Nebulizer Kits
0.9% Normal Saline	4mg Ondansetron, ODT
Narcan 2mg/2ml	4mg/2ml Ondansetron
D10 (25g Dextrose in 250mL bag Saline)	Lactated Ringers
10ga x 3.25" Decompression Needle	15g Oral Glucose
250ml D5W	



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