Southeastern Michigan (SEM) Regional ALS Supply/Medication Exchange and Replacement Procedure (for Genesee, HEMS, Lapeer, Oakland, and Washtenaw/Livingston Medical Control Authorities)

VEHICLE STOCK

1) Each approved ALS unit will carry one GREEN SEALED SEM Regional Drug Box (for contents see Pharmacy Appendix 1). Only appropriately numbered boxes issued by the participating Medical Control Authority are to be stocked by participating hospital pharmacies and issued to approved ALS units.

2) Each EMS provider will be responsible for providing any additional equipment required by Michigan Department of Consumer and Industry Services - EMS Section (MDCIS).

3) All drugs, needles, syringes, and supplies will be stored in a securely locked, temperature controlled location on each approved ALS/LALS unit. Drug boxes will remain sealed at all times except when in actual use.

4) Drug boxes are to be inspected daily by the crew of the unit for evidence of loss, theft, discrepancy, and expiration date. Inspection items include, but are not limited to: the medication box is locked in a compartment, the green lock is intact, the lock # matches number on sticker, medications are not expired. It is recommended that this inspection be included in a standard documented vehicle checklist.

USE/REPLACEMENT/EXCHANGE

1) Drug boxes will only be opened by a Paramedic when presented with a patient requiring Advanced Life Support care (when acting on written or transmitted orders from a physician at an appropriate On-Line Medical Control Facility) or pre-contact provisions of approved treatment protocols.

DRUG BOXES:

2) The broken numbered green seal will be placed in the box and delivered with the used box to the replacing pharmacy.

3) All participating hospitals will have drug boxes, with contents as approved by the participating Medical Control Authorities and MDCIS, available for replacement of supplies used by approved ALS units. Replacement boxes will be maintained in a locked area, under the control of hospital staff, which is available 24 hours a day, 7 days a week. This area will be located within either the Emergency Department or Pharmacy of the participating hospital. Appropriate record keeping and security measures are required at each exchange site to ensure that only appropriately licensed and authorized personnel have access to medications and other related supplies.

4) Drug boxes used by approved ALS units for transported patients will be replaced, at the time of the run, by the receiving hospital according to established procedure. Where the receiving facility does not participate in the Regional EMS Medication System and/or supplies are expended for a patient who subsequently is not transported, the unit will proceed immediately to the regional participating hospital which provided Medical Control for the run to complete replacement. In this event, a photocopy of the EMS Run Report is to be made and attached to the replacement record.

5) Use of any supplies contained in the regional drug box will be documented on the ALS Run Report of the patient for whom the supplies were used. This includes any medications or supplies prepared for use but not actually administered to the patient.

BOX CLEANING

1) All empty containers, packaging and used materials will be properly disposed of by the ALS crew that used the drug box.
Southeastern Michigan (SEM) Regional ALS Supply/Medication Exchange and Replacement Procedure (for Genesee, HEMS, Lapeer, Oakland, and Washtenaw/Livingston Medical Control Authorities)

2) The EMS crew, using standard hard surface decontamination techniques, will clean any blood or body fluid contamination to the exterior of the drug box.

3) If there is blood or body fluid contamination to the interior of the box, or to any unused materials or packaging, the EMS crew will contact the receiving hospital pharmacy or ED staff for direction in cleaning and disposal of contaminated materials.

4) All unused, uncontaminated supplies will be returned to the drug box.

THE ALS CREW WILL:

1) For all SEM runs, complete the SEM/EMS Medication Supplies Use/Replacement List contained in the drug box. That form, accompanied by a copy of the ALS Run Report form, shall serve as the permanent medical record of physician orders for drugs administered. This record shall not be valid without a physician signature on both forms.

2) The ALS crew is responsible for proper distribution of the completed forms.

3) The expended drug box (cleaned as described above and red sealed) and the completed SEM/EMS Medication Supplies Use/Replacement List or BLS/ALS log sheet will be presented to an appropriate member of the hospital staff who will issue a fresh drug box (green seal). A member of the ALS crew and the hospital staff member will complete the exchange log sheet.

4) In the event that controlled substances are prepared for use and not used or the entire contents of a container are not used, the remaining medication will be appropriately wasted by ALS personnel in the presence of licensed hospital personnel. Documentation of waste must be completed before the physician signs the SEM/EMS Medication Supplies Use/Replacement List. The following will be recorded on the SEM/EMS Medication Supplies Use/Replacement List:
   A) The name and amount of the medication wasted
   B) The initials of the ALS personnel and hospital personnel witnessing the waste

EXPIRATION OF DRUGS/SOLUTIONS

1) All items in a SEM Regional Drug Box will have expiration dates not less than 90 days after the box is prepared.

2) Any unused items bearing expiration dates less than ninety (90) days subsequent shall be removed from the box and replaced with fresh stock as described in 1 above.

3) Each Regional Drug Box will have a label securely attached to the outside containing the following information:
   A) The name of the participating hospital pharmacy which restocked the box.
   B) The date the box was restocked.
   C) The printed name and initial of the pharmacist and pharmacy technician who inventoried and restocked the box.
   D) The expiration date is the last day of the month of the earliest expiring medication (with a maximum of one year from the current date). The box label will include the month/day/year in the AUse or Replace By@ section.
   E) The red and green lock numbers.
   F) The box number.
Southeastern Michigan (SEM) Regional ALS Supply/Medication Exchange and Replacement Procedure (for Genesee, HEMS, Lapeer, Oakland, and Washtenaw/Livingston Medical Control Authorities)

4) After the inventory/restocking is complete, a red lock bearing the number indicated on the label will be placed in the drug box to be used by the paramedic to seal the box after it has been used. The box will be sealed using a green lock bearing the number indicated on the label.

5) Expired, unopened drug boxes are to be exchanged within seven (7) days of the, AUse or Replace By@ date.

DISCREPANCIES

DEFINITION: For purposes of this policy, a "discrepancy" is any breakage, expiration, shortage, theft or diversion of a Regional Drug Box, or any contents thereof.

1) A standard "MEDICATION DISCREPANCY REPORT” will be completed each time a discrepancy occurs. The form may be initiated by either pre-hospital or hospital staff discovering the discrepancy. The person initiating the report will be responsible for distributing the forms as required.

2) The Medical Control copy of discrepancy reports will be sent to the Medical Control Authority in which the discrepancy occurred, which will serve as the central filing point.

3) A copy of the ALS run form for the run on which the discrepancy occurred/was discovered is to be attached to each copy of the discrepancy report where applicable.

4) The participating hospital pharmacist is to be notified immediately if controlled substances are involved in a discrepancy. The participating hospital pharmacist will determine if the discrepancy constitutes a diversion of controlled substances.

5) In addition, the following are to be notified of controlled substance diversions:
   A) The Medical Control Authority in which the diversion occurred.
   B) Drug Enforcement Administration (DEA)
   C) Michigan State Board of Pharmacy
   D) Appropriate local law enforcement agency (for the jurisdiction where the diversion most likely took place)
   E) Michigan Department of Consumer & Industry Services (MDCIS)

The participating hospital pharmacist will be responsible for assuring that all appropriate notifications are made.

6) If, at any time, an ALS unit has less than the required stock of drug box supplies and cannot document use of these supplies in connection with a patient, a discrepancy report must be completed. The completed discrepancy report, along with a completed SEM/EMS Medication Supplies Use/Replacement List indicating the EMS provider agency name under "Patient Name" and clearly marked "Replacement for Missing Stock", will be presented to the agency’s base hospital pharmacy for replacement. The ALS agency can be held accountable for replacement.