



Central DuPage Hospital  
Emergency Medical Services System  
System Policy and Procedures

Title: Controlled Substances	
Section: Equipment	Number: D-2
Approved By: Dr. Steve Graham, EMS Medical Director	
Effective Date: 01 July 2018	Number of Pages: 2

**PURPOSE:**

To establish guidelines on the process of administering, handling, tracking, and exchanging controlled substances within the Central DuPage Hospital Emergency Medical Services System (CDHEMSS).

**POLICY:**

Controlled substances are those specified as such by the Federal Drug Enforcement Agency (DEA). Controlled substances are authorized for use by the Region 8 EMS SOPs and the CDHEMSS Medical Director. The DEA has defined 3 basic requirements regarding storage and records of controlled substances. These include:

1. Records are to be readily retrievable
2. Records are kept for a minimum of 2 years
  - a. Agency will keep originals and send the CDHEMSS a copy no later than the 2<sup>nd</sup> Monday of each month
3. Records should be available for DEA inspection upon request

**INVENTORY:**

All controlled substances must be secured under a locked system. Paramedics are responsible for the inspection, safe keeping, appropriate administration and restocking of controlled substances during their work time. Inventories of controlled substances must be verified by 2 licensed paramedics or PHRNs upon each new shift in accordance with System Policy. A signature or initials verifying counts for medications must be dated and entered into the Controlled Substance Log Sheet. If the vehicle is out of service, all medications should be removed from the vehicle and inspected daily. Any discrepancies must be reported immediately to the agency's EMS Coordinator and the EMS System Coordinator and a Request for Clarification Form submitted to Resource Hospital.

**EXCHANGE:**

Empty (used-on-patient) controlled substance containers and those controlled substances prepared for use but not administered are to be given for 1:1 exchange to the receiving hospital emergency department nurse upon delivery of the associated patient.

Containers of expired controlled substances are to be replaced at the Resource Hospital.

Containers of damaged controlled substances are to be brought to the Resource Hospital for replacement, exchanged 1:1 at the hospital pharmacy. A medication loss form will need to be completed for the pharmacy to replace the medication. Additionally a Request for Clarification Form must be completed, signed by EMS Agency (Fire Department) Coordinator.



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In addition to the requirements set forth by system policy regarding the appropriate securing of authorized controlled substances, each agency shall be required to document the inventory of such medications on a daily basis using the Inventory of Controlled Substances - (Narcotics Log) form. One shall be kept with and for each ALS approved unit.

When drug shortages exist, medications may be replaced at a differing concentration, however, the minimum dose required per the Drug and Equipment list shall be obtained. The narcotic record should be updated to reflect this change.

**POLICY HISTORY:**

Effective Date	01 July 2018					
Review Date(s)						
Revision Date(s)						