

Out of Hospital Care Provider Policy

Title: Controlled Substance Record Keeping/Reporting

Effective Date: February 1, 1995

POLICY:

All agencies receiving controlled substances from the Erie County Medical Center, Department of Pharmaceutical Services, shall adhere to this policy regarding the reporting and documentation of controlled substance administration. Compliance with the procedures set forth in this policy will satisfy New York State Department of Health as well as E.C.M.C. Pharmaceutical Services requirements regarding the control, tracking, reporting and documentation of controlled substances.

PROCEDURE:

Controlled substances shall only be administered upon receipt of a verbal order by medical command or in accordance with an existing approved protocol (i.e. standing order). Upon administration of either morphine or valium the following procedures should be followed:

1. Document the following on the patient care report:
 - ☑ Name of the ordering physician
 - ☑ Date, time and run number
 - ☑ Patient's name
 - ☑ Agency name
 - ☑ AEMT name and certification number
 - ☑ Chief complaint/presenting problem
 - ☑ Name of the controlled substance administered
 - ☑ Dose and quantity of the controlled substance administered
 - ☑ Route of administration
 - ☑ The receiving hospital's name
 - ☑ The patient identification number as assigned by the receiving facility

In the event that a controlled substance is administered pursuant to protocol (i.e. standing order) an indication of such shall be noted on the patient care report.

2. Complete an entry on the controlled substance substock inventory log form (Attachment A,B) and immediately fax the completed form to 898-3514.
3. Complete an entry on the Erie County Medical Center, Department of Pharmaceutical Services, Controlled Drug Administration Record (Attachment C,D).

4. Any remaining partial dose of a controlled substance shall be destroyed and properly disposed of. A notation of such action shall be documented on the patient care report and witnessed by a second EMT or other health care provider. Additionally, the disposition of a wasted controlled substance must be documented on the reverse side of the Erie County Medical Center, Department of Pharmaceutical Services Controlled Drug Administration Record (Attachment C,D).
5. In the event that a controlled substance is lost, stolen or diverted, a Loss of Controlled Substance Report (Attachment E) shall be completed and forwarded to the Medical Director and the New York State Department of Health, Bureau of Controlled Substances.
6. All records related to controlled substance administration, loss, theft or diversion shall be maintained by the agency for a period of 5 years and be readily available for inspection upon request of the Department of Health.