

## Out of Hospital Care Provider Policy

**Title:** Medication Purchase Procedures

**Effective Date:** May 9, 1995

### **POLICY:**

The Department of Pharmaceutical Care Services at the Erie County Medical Center will provide medications for use by Advanced Life Support Units operating out of or under the direction of the Erie County Medical Center. All medications will be approved by the Medical Director. Medications will be charged at cost plus a 10% handling fee.

### **PROCEDURE:**

#### **Non-Controlled Substances:**

- A) All non-controlled substances will be obtained through the Department of Pharmaceutical Care Services. Only those drugs listed on the attached requisition (Attachment A) will be made available for use by the Paramedic program.
  
- B) All medications will be stored in a medication box on the ambulance.
  
- C) The medication box will be kept in a permanently secured cabinet on the ambulance. All medications are required to be secured under double lock and key.
  
- D) To obtain medications:
  - 1. When the medication supply has been depleted to the point where more medication is needed, a requisition form (Attachment A) must be completed.
  
  - 2. Present the completed requisition form to the Department of Pharmaceutical Care Services between the hours of 08:00 and 16:00 Monday through Friday.
  
  - 3. The completed order will be ready for pick-up the next business day.

#### **Controlled Substances:**

Paramedic units authorized to carry controlled substances will maintain a stock sufficient to meet the daily needs of the unit. This level will be determined in conjunction with the Medical Director and the Department of Pharmaceutical Care Services. Controlled Substances allowed on the ALS units include Diazepam (Valium) and Morphine.

- A) All controlled substances will be obtained through the Department of Pharmaceutical Care Services at the Erie County Medical Center.

- B) Controlled substances may be acquired by the Agent or Sub-agent if the Agent is not available.
- C) All medications will be transported and maintained in a locked box of substantial construction. This box shall be stored under double lock in each ALS emergency vehicle. Controlled substances shall not be transported in a personal vehicle.
- D) To obtain controlled substances:
1. When the medication supply has been depleted to the point where more medication is needed and the Controlled Drug Administration Record (Attachment C,D) has been completed, complete a Controlled Substance requisition (Attachment B).
  2. Present the completed requisition form and the Controlled Drug Administration Record to the Department of Pharmaceutical Care Services between the hours of 08:00 and 16:00 Monday through Friday.
  3. A supply of controlled substances not exceeding the predetermined level will be dispensed.