

THE CHARLOTTE HUNGERFORD HOSPITAL

POLICY AND PROCEDURE MANUAL

POLICY NO: 11.C16
DATE OF ORIGIN: 7/2/85
DATE REVISED: 2/08/10

SUBJECT: Controlled Drug Kits for Campion Ambulance
Service

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THIS PROTOCOL CAN NOT BE ALTERED WITHOUT SUBMISSION TO "DRUG CONTROL DIVISION" OF THE STATE OF CONNECTICUT

POLICY

The Charlotte Hungerford Hospital (C.H.H.) Pharmacy Department will supply certain controlled substances to the Campion Ambulance Service (C.A.S.) located on 67 Colt Avenue, Torrington, CT. to be used when transporting patients under direct medical control of a C.H.H. or a Hungerford Emergency Center physician in Winsted.

PROCEDURE

1. The C.A.S. is accountable medically to the C.H.H. as sponsor hospital, and to the Director of the Emergency Department, who authorizes the use of these drugs. Each Controlled Drug Kit ("Kit") contains 2 vials of Morphine Sulfate Injection 10 mg each and 1 vial of lorazepam Injection 4mg in a sealed, clear plastic container. Each kit and corresponding paperwork is uniquely numbered utilizing the C-2 Safe System. There are a total of 26 ambulances and 6 paramedic units. Of these C.H.H. supplies "Kits" to only the 5 ambulances and 2 paramedic units (Medic #2, Medic #6). Each unit will only carry one kit. These units are assigned to C.H.H. and are garaged at their operating address which is 67 Colt Avenue, Torrington, CT 06790, when not in use. Installed in each unit is a double locked, non-removable box for kit storage.

Both paramedic units and ambulances will be locked when not attended, whether in service, or not in use.

Keys to the paramedic units and ambulances will be stored in a secure key storage box which is locked in the supervisor's office when not in use, or with the paramedic in charge of the vehicle when in use on his/her person. The vehicle "narcotics press keys" will be surrendered to either a relieving paramedic or the on-duty supervisor at the end of his/her shift. In the event that the on-duty supervisor be not available at the end of the paramedic's shift and the vehicle is

going "off line", the paramedic in possession of the keys shall complete a "narcotics key deposit" form in addition to the standard tracking form and place them in the double locked metal box with a one way drop lid located immediately outside of the supervisors office. The keys will be retrieved from the "narcotics key depository" by the on-duty supervisor, who will confirm the integrity and security of the kit in the ambulance narcotics press.

2. Administration of these drugs is limited to State of Connecticut licensed paramedics employed by C.A.S., who maintain Medical Control at the paramedic level through the EMS Medical Director. The EMS Coordinator will supply C.H.H. Pharmacy Department with a complete list of paramedics authorized to administer

controlled substances; their signatures, license numbers and license expiration dates.

3. One assigned paramedic per shift will be responsible for the controlled drug access keys and is to keep physical custody of these keys for the duration of their shift. This paramedic will also be responsible for completing the change of shift report with the paramedic surrendering or accepting the keys. Signatures on the "Narcotic Keys Deposit" slip and the "Narcotic Tracking Sheet" verify the integrity of the kit contents and document the transfer of responsibility to the on-coming key holder. Any and all discrepancies must be documented on the change of shift report and communicated to the paramedic supervisor, C.A.S. Northwest Divisions Manager and the C.H.H. Pharmacy Department. The C.A.S. paramedic supervisor will document the assignment of each kit to a paramedic and ambulance and their respective shift times. If a kit is not be surrendered to another paramedic at a change of shift, it will be returned to the paramedic supervisor and secured in a double locked, non-removable metal box within an ambulance. Identical documentation will be completed whether transferring the kit to the next shift or transferring the kit to the supervisor. The keys to all non-paramedic staffed ambulances will be the responsibility of the supervisor who will store them in a locked box within a secured office. The building housing the secured office will be locked when not in use.
4. Each kit supplied by the C.H.H. Pharmacy Department will be uniquely numbered with the C-2 Safe transaction number along with a 60-day expiration date and a C.A.S. Drug Status Form.
5. After administering a controlled drug, or opening a kit, the paramedic must complete part II of the Status Form with the following information:
 - a. Full name of patient
 - b. Full Address of patient, date of birth, and C.A.S. case number
 - c. Date and time of administration
 - d. Medication and dose ordered
 - e. Signature of paramedic administering the medication, and printed name
 - f. Signature of responsible physician and printed nameOnce medication administration is complete the paramedic must seal the kit with the tamper proof seal contained within the kit.

Partial doses, i.e., unused medication, must be returned to the pharmacy in the sealed container. Upon return the paramedic will waste the partial dose with a pharmacist as a witness. The pharmacist will sign the "Kit Status Form" as the witness. The authorizing physician will complete Section II by identifying the paramedic, then signing and dating the order, and providing printed name.

6. Both used and opened kits will be returned to the C.H.H. Pharmacy Department by the paramedic accompanied with a completed C.A.S. Controlled Drug Status form. Unused replacement kits will be obtained directly from the C.H.H. Pharmacy Department by the paramedics employed by C.A.S. with Medical Control. The paramedic will sign Part I of the C.A.S Controlled Drug Status form upon receipt of the kit. Additionally the Paramedic receiving the kit will complete and sign the log book for receipt of the numbered kit. The date and kit number will also be recorded.
7. Unused, unopened kits that have reached the recommended 60-day expiration date will be returned to C.H.H. Pharmacy Department by the paramedic. A Pharmacist will verify the integrity of the kit and its contents and issue a replacement

kit. Unused medications that are still within expiration date will be returned to stock within the C-2 Safe. Expired medication will be wasted by two pharmacists with documentation on the Status Form that is attached to the kit. The Pharmacist shall also sign the kit back into the pharmacy on the Controlled Drug Kit Log, and either a pharmacist or technician enter the form number back into the C-2 Safe to reconcile the form.

In the event that the C.H.H. Pharmacy is closed, the paramedic will transfer possession of the used kit to the on-duty supervisor who will issue an unused kit and secure the used kit in an off line ambulance's double locked narcotics box. The used kit will be exchanged at the C.H.H. Pharmacy by the on duty supervisor when the pharmacy re-opens.

8. Kits shall be removed from the C-2 Safe and the transaction number recorded on the kit and the form that is attached to the kit. The kit is given a 60 day expiration date, and manually signed out on the Controlled Drug Kit Form, including the signature of the C.A.S. Paramedic. Kits stored in the C-2 Safe will be under a perpetual inventory identical to all other controlled substances. While quantities within the C-2 Safe will vary, the inventory will always be perpetual. The quantity of outstanding kits will be obtained by reviewing the manual log sheets. This review will be performed at least monthly.
9. Kits returned to the pharmacy that are intact and not expired will be added to the perpetual counted by performing a "return" into the Pyxis C-2 Safe System. Expired kits shall have expired components and partial kits shall have partials doses wasted as described above. Medications still considered usable shall be returned as the individual item (vial) to the Pyxis C-2 Safe System as a return. The standard compound function of the C-2 Safe System shall be used to prepare new kits. This function will relieve each individual component from the perpetual inventory while adding the complete kit to inventory. When dispensed the kit will be relieved from inventory and the pharmacist/pharmacy technician will count and enter the remaining quantity to validate the perpetual inventory.

APPROVED BY PHARMACY MANAGER: 01/10/2010

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