



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Controlled Drug Ambulance Log		
<b>Policy Number:</b>	136	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	July 2019
<b>CFAI Reference:</b>	5F.1, 5F.2	<b>CAAS Reference:</b>	N/A
<b>Revision Summary:</b>	Created – July 2011 Formatted – May 2012 Revised – January 2019		

### PURPOSE

The purpose of this policy is to ensure controlled drug usage is properly documented.

### POLICY

At the beginning of each shift or at any point throughout the shift if staffing changes, the Paramedic assigned to an ambulance will gather information about the drugs used from the previous paramedic. Both paramedics will inspect the Knox Medvault to view the drug log. Paramedics shall record and inspect the seals, then document the numbers of the seals and quantities of drugs on the drug log. A signature of the healthcare providers shall complete the drug accountability process on the ambulance.

If the seals have been broken for patient care, a short narrative shall be provided. This would typically include information such as the run number, drug, and dose given. If the seals have been broken for any other reason, it should be stated in clear text. Examples would include: broken on accident, broken but no medication given, etc. If the seals have not been broken, write N/A in the narrative space.

As soon as these accountability sheets become filled they shall be forwarded to the EMS Program Manager to be kept and maintained.