



Rogers Fire Department Standard Operating Procedures

Policy Title:	Controlled Drug Administration		
Policy Number:	137	Volume:	Administration
Approved By:	Tom Jenkins	Last Updated:	July 2019
CFAI Reference:	5F.2	CAAS Reference:	N/A
Revision Summary:	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

The administration of controlled drugs at the Rogers Fire Department will be documented in the PCR completed in the EMS software. The following information will be documented in the flowchart medication tab by selecting the appropriate drug given and providing the following information:

- Time/Date
- Dose
- Measure
- Route
- Comments
- Provider Name
- Patient Response
- Complications
- Medical Control
- Controlled Lot Number

Whether a drug is wasted or administered to a patient, a counter signature is required to verify its use. These signatures shall be obtained electronically on the Controlled Substances tab located under the forms in the EMS Software.

In the event of a technological failure the Rogers Fire Department Controlled Drug Administration Record shall be used on all drugs administered by the Paramedic. On the form space is provided to document:

- Date
- Incident number

- Medic unit, amount given
- Amount wasted
- Control number
- Patient name
- Drug name

Whether a drug is wasted or administered to a patient, a counter signature is required to verify its use.

When the Controlled Drug Administration Report is required the form will be maintained by the EMS Program Manager