

**MEHLVILLE FIRE PROTECTION DISTRICT
EMERGENCY MEDICAL SERVICES
GUIDELINES FOR PREHOSPITAL EMERGENCY CARE**

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SUBJECT: 400.02	
SUPPORT:	ORIGINAL ISSUE 5/08
NARCOTICS/CONTROLLED	LATEST REVISION 3/13
SUBSTANCES	

1. EMS units of the Mehlville Fire Protection District will keep narcotics and controlled substances in a double locked compartment on the individual units. The key to this compartment will be carried at all times by the paramedic on-duty.
2. EMS units of the Mehlville Fire Protection District will check their supply of narcotics and controlled substances at the beginning of each shift. The off-going paramedic and the on-coming paramedic will check the supply together and both will sign the EMS Controlled Substances Record at that time. The EMS Controlled Substances Record shall be kept on file for inspection by the appropriate regulatory agency and be available for review by the EMS Medical Director. The Assistant Chief of EMS and the Medical Director will do regular reviews and random checks on controlled substance and narcotic usage.
3. The Fire District must submit the EMS Controlled Substances Records to the EMS Medical Director monthly for QI checks. This also includes a copy of the ARF that goes along with each controlled substance or narcotic that was given.
4. The paramedic must document the following information on the ARF when narcotics and/or controlled substances are used:
 - a) Name of medication.
 - b) Dosage of medication.
 - c) Patient's full name.
 - d) Physician ordering the medication, if applicable.
 - e) Name and number of paramedic administering the medication.
5. The paramedic must document the complete information on the EMS Controlled Substance Record. This information includes:
 - a) Date.
 - b) Trip ticket number.
 - c) Name of narcotic and/or controlled substance given.
 - d) Dosage given.
 - e) Amount discarded and signature of witness, if applicable.
 - f) Time administered.
 - g) Ordering physician's signature, if applicable.
 - h) Signatures of both crew members, if no physician's signature needed.

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6. For portions of narcotics/controlled substances not given, the unused portion will be discarded in the presence of another health care provider authorized to use or dispense controlled medications. Discarded or wasted medication shall be documented on the EMS Controlled Substances Record and signed by both the paramedic wasting the medication and the witness.
7. Narcotics and controlled substances may only be re-supplied from the pharmacy by members of the Fire District specifically authorized to do so by the medical director.
8. Each time the controlled substances compartment is opened and/or the tag is removed, documentation should be done on the EMS Controlled Substances Record, even if this causes multiple entries in one day.
9. Expiration date of narcotics/controlled substances are to be checked at least once a month. Expired narcotics and controlled substances may be held on the premises of the Fire District and wasted by either DEA site inspectors, by the inspectors from the Bureau of EMS, or by an approved off-site contractor. Documentation of this disposal as well as records pertaining to expired medications being stored for disposal are subject to review by the Assistant Chief of EMS and the Medical Director.