

Subject: Administration - Provider  
**Controlled Substances**

Associated Policies: 2205, 5310, 5332,

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- I. Authority and Reference (incorporated herein by references)
  - A. Division 2.5 of California Health and Safety Code, Sections 1797.220 and 1798
  - B. California Code of Regulations, Title 22, Division 9, Chapter 4, Sections 100146, 100167, and 100168
  - C. North Coast EMS Policies and Procedures
- II. Purpose
  - A. To ensure security and accountability for all controlled substances issued to and maintained upon authorized Advanced Life Support (ALS) provider agency.
  - B. To establish the standards by which controlled substances are obtained, stored, used and tracked.
  - C. To define the responsibilities of the ALS provider agency and Paramedics with regard to controlled substances.
- III. Policy:
  - A. Each designated Base or Modified Base Hospital will ensure that a mechanism exists for prehospital providers to contract for the provision of medications, medical supplies and equipment used by paramedics.
  - B. A licensed physician designated by their Base (or Modified Base) Hospital as the Prehospital Care Medical Director shall authorize the procurement of controlled substances for each ALS provider in one of two ways:
    - 1. ALS agencies may enter into an agreement with their primary Base Hospital to supply each ALS vehicle with controlled substances.
    - 2. ALS agencies may retain a medical director who may separately authorize procurement for that provider. An ALS provider medical director shall assume all liability related to compliance with NCEMS policies, and applicable federal, state and local laws and regulations.
  - C. Each ALS provider agency shall have a policy and procedure for obtaining, storing, disposal and tracking of controlled substances regardless of which method controlled substances are obtained.
- IV. Inventory:
  - A. Inventory of controlled substances on ALS provider agency vehicles shall be in accordance with Policy # 2205.

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- B. Controlled Substances approved for use, and by prior agreement with NCEMS with each ALS provider, include
  - 1. Morphine
  - 2. Fentanyl
  - 3. Midazolam
  - 4. Ativan
  - 5. Diazepam
  - 6. Ketamine
  
- V. Security of Controlled Substances :
  - A. Paramedic who is in possession of controlled substances is directly and individually responsible to ensure the security of those substances.
  - B. All controlled substances will be stocked in tamper-evident containers.
  - C. All controlled substances will be properly secured in the ALS unit and accessible to the ALS provider
  - D. Each ALS provider shall maintain standardized written records of the controlled substance inventory.
  
- VI. Patient Administration, Waste and Re-supplying of Controlled Substances
  - A. Controlled substances are to be administrated in accordance with NCEMS policy.
  - B. Each administration of controlled substance will be documented on the Patient Care Report.
  - C. Controlled substance re-supply will be in accordance with either the Base Hospital policy or the ALS agency's policies and procedures.
  - D. Re-supply documentation will be in accordance with the ALS provider's Base Hospital and/or the ALS Provider's controlled substance policy.
  
- VII. Expired Controlled Substances:
  - A. Drugs that have reached the expiration date will be returned to the issuing Base Hospital and replaced by that facility.  
OR
  - B. ALS Providers agencies with their own Medical Director will follow their own Controlled Substance policies for disposal and replacement of expired medications.
  
- VII. Discrepany Reporting:
  - A. Each agency or service will follow its internal policy for reporting discrepancies including tampering, theft, loss or diversion of controlled substances.

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- B. This policy will be established by the the DEA Registrant and must include immediate verbal reporting to North Coast EMS followed by written reports and investigation.
- C. The DEA Registrant must notify the DEA of the discrepancy within one business day of discovery using DEA Form 106, "Report of Theft or Loss of Controlled Substances".