



# **SENECA COUNTY**

## **Emergency Services**



### **Standard Administrative Guideline**

**Subject: Medication Bag Control and Exchange**

**Reference Number: 34**

**Effective Date: March 1<sup>st</sup>, 2008**

**Revision Date: 4/27/18 \*Pharmacy board Mandated Change\*: 2/2020 reviewed**

#### **Purpose:**

The purpose of this guideline is to establish a method of control and exchange for the medication bags that are carried by Seneca County EMS ambulances.

#### **Background:**

The Seneca County Medication Bag Exchange program was developed in 2008 to refine the process of exchanging medications with Mercy Tiffin Pharmacy. Through an agreement with Mercy Tiffin Pharmacy and Seneca County EMS we are able to maintain a secure, legal, simple, and cost effective method of medication tracking and maintenance. Due to bureaucratic legislation by the State Board of Pharmacy we are no longer allowed to exchange medications with Mercy Tiffin Pharmacy. We must now purchase, store and dispose of our own medication stock.

#### **Policy & Procedure**

The Seneca County EMS med bag shall be secured in each ambulance at all times when not in use. A Tamper Evident seal shall be secured on each compartment containing medications.

The green tamper proof seal that is applied by the Echo Paramedic will have the date of the first expiring med in the compartment inscribed on the seal. Green tamper proof seals shall only be placed by the Seneca County EMS Echo Paramedic or EMS Office Staff. Yellow seals may be used to indicate a temporary unstockable medication due to med being unavailable. A note will be inside the compartment to document what is missing and why.

If the medication bag is accessed for patient use, a medication exchange sheet shall be completed by the EMT-I or Medic and attached to the EMSChart electronically. A copy of the hospital facesheet and patient care report shall also be attached. The bag shall then be sealed with a red tag, and the Echo

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Paramedic or EMS office shall be contacted to exchange the medication. If a single med is used and there are multiples of it, the bag can wait until the bag expires to be exchanged.

Any narcotic used should have the remainder wasted with a witness, and both parties signing a med bag exchange form. Make a notation on the PCR on Page 8 using Add Action – Wasted Medication. A witness to this waste will need to sign the ePCR. The med bag exchange form shall be attached electronically to the PCR of the patient the medication was administered to.

If the medications are used from the EMT-B Medication module, AEMT Module, or any of those medications are expiring, contact the on duty Echo paramedic to re-stock. The First In Medication Modules contain the following:

**EMT-B** – Narcan 2mg prefilled with MAD, Glucose Gel 25 grams, and Aspirin 81mg tabs

**AEMT**- D50 prefilled (25grams), Nitro tabs 0.4mg, Albuterol unit dose x3 with nebulizer & mask, Epi 1:1000 w syringe/needle, Glucagon w syringe/needle, Benadryl 50mg w syringe/needle, Zofran ODT tabs x3

**Medic** – all medications (except Narcotics) – this bag shall be locked in sealed compartment

**Narcotic Module** – contains only Schedule II medications (Fentanyl, Morphine, Versed, Valium)  
- **The narcotic module is sealed separately and kept in locked box with medic bag.**

Each module must be sealed after every use and the seal number needs to be logged.

The EMT-B and AEMT module may be kept in the “First In” bag for quick deployment but **MUST** be tag sealed and tracked for security and expiration.

When a tag seal sheet gets full, fax or email it to the EMS office

The EMT-B & AEMT modules should be checked monthly to ascertain if either is expiring. The seal should be checked. If the date on the seal is set to expire in the present month, contact the Echo Paramedic and/or EMS office to have the meds exchanged as soon as possible.

### **Locked Medication Bag Storage Compartment Security:**

Each county squad has a lockable storage compartment where the Medic Module & Narcotic Module will be kept securely locked at all times.

Squad personnel will have access to the key to open the medication storage compartment using a combination key box.

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A hasp shall be affixed to the external door of the compartment to allow for a medication tamper evident seal (tag seal) to be attached.

A numbered seal shall be attached and the number shall be recorded on a medication seal tracking sheet. This number shall be recorded anytime the squad is checked for readiness. This number shall be checked at a minimum of ONCE PER WEEK and logged on the medication seal tracking sheet. Anytime EMS personnel access the locked medication compartment for patient use, or inventory, a new tamper evident seal shall be attached to the locking medication compartment, and the new seal number shall be documented on the medication seal tracking sheet with a reason for access.

Medication seal tracking sheets are available on the <http://www.senecadps.org> website under “Forms”.

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