



SENECA COUNTY

Emergency Services



Standard Administrative Guideline

Subject: Echo Paramedic – Medication Bag Inventory & Medication Exchange

Reference Number: 47

Effective Date: March 28, 2018

Review Date: Annually: 2-2020

Purpose:

The purpose of this policy is to establish a guideline for Echo Paramedics to inventory and replace Seneca County EMS medication bags in all Seneca County Ambulances on a monthly basis.

Background:

The State of Ohio Board of Pharmacy requires all Pharmacy License holders to maintain a constant inventory of any scheduled medication. Seneca County EMS carries narcotics and benzodiazepine medications, both of which are controlled and require a monthly inventory to be completed and documented. The Echo paramedic is assigned this duty to be done on a monthly basis at each base location at the end of each calendar month.

Policy & Procedure

1. The A Shift Paramedic on duty shall visit Bloomville, and Republic stations as needed to maintain the medications bags and ascertain that the log sheets are maintained appropriately
2. The B Shift paramedic on duty shall visit New Reigel, and Attica stations as needed to maintain the med bags and ascertain that the log sheets are maintained appropriately.
3. The C Shift Paramedic on duty shall visit Bascom and Bettsville stations as needed to maintain the med bags and ensure that the meds and documentation are maintained appropriately.
4. If medications are set to expire, the Echo paramedic shall exchange the medication with an in date medication from stock medications. Refer to Policy #45 Shelf Life Extension if unable to update medications prior to expiration.
5. Document all findings of unsealed bags, lack of runsheets in the bags, or anything unusual and report to the EMS office as necessary.

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6. Communication with EMS personnel at each station will provide access and necessary guidance to the Echo paramedic. An access sheet with door codes and phone numbers will be placed in the Echo unit mapbook for reference to how to gain access to each station.
7. A stock of mostly used medications can be kept in the Echo Response vehicle to re-supply any meds used during response. These meds shall be maintained and sealed in the same method as the standard medication bags.
8. All medications will be kept secure and in compliance with Ohio Pharmacy board regulations. Tag Seals shall be used on all bags containing prescription medications with a log sheet, and remarks section describing why the seal changes. These forms shall be maintained electronically at the EMS office.
9. Any time a medication is administered to a patient, a copy of a medication exchange form shall be attached electronically to the EMSchart with appropriate signatures and witness.
10. Disposal of medications shall be done in accordance with Ohio Board of Pharmacy regulation. All meds shall be returned to the EMS office and disposal will be done as needed. Narcotics that expire will be disposed of immediately by 2 EMS personnel in attendance, and all documentation will be signed and witnessed.
11. This policy is a guideline and flexibility, critical thinking, and forward thinking are necessary to make this a successful endeavor.

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