

# STANDARD OPERATING PROCEDURE

## Medication Security and Shortages



**Department:** Operations

SOP#128

**Applicable to:** All Staff

**Effective Date:** 1 Dec 2020

2 Pages

**Authority:** Chief Of Operations

**Applicable CAAS Standard:**

**Revised Effective Date:**

### Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding security of medications and what is done when there is a shortage of medications.

### Scope:

The scope of this document applies to all staff.

### Guideline:

#### 1. Medication Security

- a. This is of the utmost importance. All Road crew members have a responsibility to ensure that their rig checks are completed daily, and all tamper-proof seals are in place with date of sealing, next medication to expire, and the name of the provider who sealed the kit.
- b. Medication bags must be secured within approved agency response bags, or other approved secured locations, as to be within compliance of all local, state and federal regulations.
- c. Replace all expired and/or used medications and reseal designated response and/or medication bag(s) prior to end of shift.
- d. Will maintain the NYS-DOH temperature control range between 59-77 degrees fahrenheit for medication storage.
- e. The EMT Paramedic will follow the agency Controlled Substances plan for carrying and administering controlled substances approved by the agency's medical director, FDA, Assistant Chief - Clinical Care, Chief, and MLREMS
- f. The Assistant Chief - Clinical Care and/or his/her designated secondary narcotics officer will maintain a substock of controlled substances
- g. The Officer handling Logistics will maintain a substock of approved agency medications in FDA and Manufacturer approved temperature control range, and agency approved secured allocated locations
- h. The Officer handling Logistics will maintain all transaction reports from authorized dealer(s) and a full inventory of all held medications.
- i. The Officer handling Logistics will supply the Health & Safety Officer with a copy of all applicable Safety Data Sheets for posting.

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This document supersedes any documents on the topic dated prior to the effective date noted above.

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### 2. Medication Shortage

- a. A shortage is defined as a severe inability to obtain and/or purchase medications from authorized distributors
- b. Any staff noting a shortage will report to their supervisor. The Officer handling Logistics will work within all appropriate resources to obtain medications to replace
- c. In the event a medication is completely unavailable, the Medical Director and the Chief shall be notified

### 3. Compliance:

- a. No expired medications will be given to patients without approval of the FDA and Agency Medical Director
- b. Alternative medications will only be introduced if there is a shortage or outage of approved MLREMS medications. This will only be done with prior approval from FDA and Medical Director

### 4. Additional Consideration

- a. See NYS-DOH Alternative Medication Formulary for Prehospital Drug Shortages for additional inquiries

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