



STANDARD OPERATING GUIDELINE
SAN JUAN ISLAND EMERGENCY MEDICAL SERVICES
SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO.1

Narcotics Safety and Reporting

SOG #
109-10

Approved: Chief Jim Cole

ISSUED
10/5/05
7/26/06
10/12/09
06/01/2010

Purpose: To establish a guideline for the handling and accounting of federally recognized schedule II narcotic medications.

Guideline:

Drug Ordering/Security

1. Narcotics of a Schedule II nature will adhere to this guideline. Reasonable and safe storage and accounting of all medications will continue to occur but will not be bound by these specific guidelines.
2. Narcotic medications will only be ordered by the Training Officer or Chief.
3. The MPD will be notified of narcotic orders being placed and will issue a narcotics slip (222 Form).
4. Only the Training Officer or Chief are able to place medication orders which require a password for authorization.
5. Once narcotics have arrived or have been picked up, two paramedics made up of the chief and a paramedic or the two paramedics shall enter the drugs into secured storage and then log them into the inventory utilizing a full narcotics count and will both sign the registry.
6. All narcotics shall be carried/stored in a locked container/safe at all times.

Use and Documentation of Narcotics

1. Narcotics are authorized for use by the paramedic staff under direct supervision of the Medical Program Director/Agency Medical Director both off-line and through online medical direction.
2. After a narcotic has been used on a patient, it will be documented on the Patient Care Report.
3. Unused portions of a narcotic will be "wasted" in a safe manner in the presence of another EMT, paramedic, nurse or physician who can verify that it has been unused and safely wasted and will co-sign the register.
4. Replacement narcotics will be taken from secured locker location and documented in the Narcotics log. The patient name, run number, date, amount

- used, amount wasted, and paramedic on call will be documented along with the paramedic's signature and a co-signature if required.
5. The drug count will be updated to reflect current stock of remaining drug.

Audit of Narcotics

1. There will be a weekly audit of all narcotics by the two paramedics as they switch duty shifts. All narcotic medications will be counted and total verified. Additionally, both paramedics will sign the Narcotics Log.
2. Quarterly, the Chief will randomly audit the Narcotics log for compliance and verify by an independent count and correlation from a random sample of runs reported in the log and actual run sheets.
3. This will be documented as "audit" on the Narcotics log sheet.

Log Discrepancy

1. If a discrepancy is found, all runs will be audited since the last accurate count to find out why the count may be off.
2. If determined a mathematical error, it will be verified by two paramedics and the chief together. The Narcotic log will then be updated with proper notation as to discrepancy.
3. If the narcotic count remains incorrect, the MPD will be notified and an administrative meeting will take place between the MPD, Chief and paramedics to determine why the error has occurred.
4. A finding will be made and appropriate administrative action taken and documented.