

## Catawba County Emergency Medical Services

### Controlled Substances – Security and Signatures

This policy explains the procedures for correctly securing, verifying and documenting the controlled substances used by Catawba County EMS.

- If a unit has been issued controlled substances; then those medications must be secured by using a double lock and key method at all times (i.e., two different locks with two different keys). The two exceptions are when the medications are being prepared for administration and when personnel are verifying and signing for the medications.
- The medications and associated keys must remain under the direct control of a Catawba County EMS Paramedic at all times.
- ALS Units
  - It is the responsibility of both the oncoming and off going Paramedic to ensure the controlled substance signature sheet is signed correctly.
    - The on-coming responsible Paramedic should inspect and verify the controlled substance box contents at the start of the shift. He/she must enter the shift and date in the appropriate columns in the first blank row on the log sheet. He/she must enter the total amount of medications on hand in the appropriate columns of the same row. He/she must sign his/her name in the on-coming column of the same row.
    - The off-going responsible Paramedic will then verify and sign his/her name in the off-going column of the same row.
    - Both parties will be present during signing.
  - If the unit uses any controlled substance during the shift, the responsible Paramedic must complete the appropriate columns on the log sheet, utilizing the same row as above. An incident number must be recorded each time narcotics are used. The paramedic must have a witness observe any wasting of narcotics and then the witness must sign on the appropriate line. Additional entries should be made on consecutive lines on the log sheet.
  - When controlled substances are replaced, the amount will be recorded on the appropriate line and signed by the individual replacing the narcotics.
  - A new controlled substance signature sheet will be started on the first day of every month.
  - Completed controlled substance signature form will be kept in the controlled substance box until picked up by the on-duty Shift Supervisor or delivered to the EMS Manager.

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### ➤ Specialty Services

- The on-coming responsible Paramedic should inspect and verify the controlled substance box contents at the start of the shift. The Paramedic must enter the shift and date in the appropriate column in the first blank row on the log sheet. He/She must enter the total amount of medications on hand in the appropriate columns of the same row. The Paramedic will sign his or her name in the on-coming column of the same row.
- If the unit uses any controlled substances during the shift, the responsible Paramedic will complete the appropriate columns on the log sheet, utilizing the same row as above. An incident number shall be recorded each time narcotics are used. The Paramedic will have a witness observe any necessary wasting of controlled substances and then the witness shall sign on the appropriate line. Additional entries should be made on consecutive lines on the log sheet.
- The off-going responsible Paramedic must sign his or her name in the off going column of the same row and at the end of the shift.
- The keys for the controlled substance box must always be kept in a secured location.