

## **OG 400.2.5      STORED CONTROLLED DRUGS**

ADOPTED: JANUARY 1, 2016

REVISED: JUNE 1, 2019

### A. PURPOSE

To set a standard for maintaining accountability of the extra stored controlled drugs.

### B. PROCEDURES

1. Only listed personnel will be allowed access to the extra stored controlled drugs, the Officers and EMS Program Manager
2. The inventory shall be maintained with a minimum of 1000 mg of Ketalar, 10 mg of Versed and 500mcg of Fentanyl and a Maximum of 5000 mg of Ketalar, 60 mg of Versed and 3000 mcg of Fentanyl.
3. For Versed (5mg/1cc, 10 per package) you need to fill out a prescription at the pharmacy
4. To pick up controlled drugs the EMS Program Manager or Assistant Chief will place the order for controlled drugs. A DEA 222 form will be provided to you to present to the Pharmacy and they will process it.
5. The pharmacy will give the copy of DEA 222 form and the drugs. Return the DEA 222 form to the EMS Program Manager or Assistant Chief.
6. Next the drugs need to be placed in the safe and the inventory paper work filled out showing the change.
7. Disposing of expired controlled drug will be witnessed and witnessed by another crew member or management personnel then documented on the stored controlled drug form or the drug log on the medic units.