

ADOPTED: JANUARY 1, 2016

REVISED: JUNE 1, 2019

**A. PURPOSE**

To set a standard for maintaining accountability of the controlled drugs carried on the District Ambulances.

**B. PROCEDURE**

1. When you start your shift you need to record date, time, amounts on hand and sign for them on both medic units. The medic unit not staffed controlled drugs are not the responsibility of the on duty crew; but the on duty crew need to check them to assure the levels on a daily basic.
2. If you use controlled drugs on a call you need to record the date, approximately the time the drug given or wasted, how much used and/or wasted in the used/disp column, run number, your signature and a witness signature.
3. When you receive controlled to add to the inventory on the medic units from the Officers or EMS Program manager need to log the drugs in. Record the date, time, drug name, amount added and your signature.
4. No need to check the drugs at the end of your shift.
5. **Note:** as a paramedic you will be given the combination to the lock box for the keys and this combination **shall not** be given out to anyone else.

**C. DAMAGED, LOST OR MISSING**

1. You shall notify the Duty Officer immediately and fill out an incident report. If it is determined that the controlled drugs are unaccounted for, the officer in charge shall notify the medical director, police and DEA (during business hours) of the incident.
2. The Officer will conduct an investigation with the assistant another District Officer.
  - a. An interview of all who were involved will be preformed
  - b. Based on the physical and verbal facts a recommendation for corrective action will be forwarded to the Assistant Chief
  - c. Who will implement the corrective action or show in writing while it was not implemented