

CONTROLLED SUBSTANCE
OPERATIVE IQ NARCOTICS RECORDS

CHAPTER 3.2

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Submitted by:	Approved by: Chief of Fire Rescue

Purpose

The purpose of this policy is to establish Operative IQ as the method to track narcotic inventory, custody, transfer of custody, usage, and all narcotic record keeping. Narcotic usage is regulated by the U.S. Drug Enforcement Agency, and narcotic records are subject to inspection at any time without prior notice.

The address for the Operative IQ login page is:

<https://login.operativeiq.com/Login.aspx?identifier=alachuacounty&ReturnUrl=>

Detailed instructions for the transfer of custody and recording narcotics usage are available on the Target Solutions homepage.

Box Loading, Inventory, and Sealing

Each narcotics box is assigned a unique box number which will stay with the narcotics box for its entire lifetime. Each narcotic is assigned a unique control number which will never be reused. These narcotic control numbers are created by Operative IQ when the narcotics are received from the vendor and entered into the inventory. When a box is loaded, additional box seals will be placed into the box for resealing in the field. The boxes are loaded, inventoried, and sealed at Headquarters with two-person verification. The box inventory, assigned seal numbers, and number of the seal used to seal the box is entered into Operative IQ with two-person verification.

At no time should a crew member break a seal just to verify the contents of the narcotics box.

Administration Record and Box Resealing

Each box is assigned additional seals for the purpose of resealing a box after narcotic administration. Any time a narcotic is administered, the paramedic must log into Operative IQ to record the administration. As part of the record, the paramedic will be required to reseal the box. Two-person verification is required to verify the administration of a narcotic, the new inventory and reseal the box. The box must be sealed with a seal

assigned to the box. The new seal number is recorded in Operative IQ with two-person verification. A red seal shall be used when there is still at least one (1) of each narcotic in the box. A blue seal shall be used when one (1) or more narcotics are exhausted prior to exchanging for a fully stocked box. This will ensure, in the event crew change happens prior to exchanging with a District Chief, that the oncoming paramedic is aware one (1) or more narcotics are exhausted. When the box is resealed with the last seal or a blue seal, the paramedic should make arrangements to exchange the box with their District Chief. The plastic medication holder should be cleaned and returned to the box. At no time should a crew member break a seal just to verify the contents of the narcotics box.

Narcotics Transfer of Custody

When a crew member takes custody of a narcotics box, both the paramedic and a second crew member will verify the box is in good condition, the seal is intact, and the seal number matches the seal recorded in Operative IQ. The seal number must match what is recorded in Operative IQ or a situation report will be generated and the paramedic will not be able to take custody of the box. At no time should a crew member break a seal just to verify the contents of the narcotics box.

Although not a requirement, every effort should be made for the on-coming paramedic to complete the transfer of custody verification with the off-going paramedic in case there are any issues or discrepancies. Do not delay response to a call to perform a narcotics custody transfer. The verification of the box and seal condition can be performed by any crew member. At no time should a crew member break a seal just to verify the contents of the narcotics box.

Restock

Narcotics boxes will not be restocked in the field. Once a box is exhausted of its supply of narcotics, or sealed with the last assigned seal, the paramedic will contact their District Chief to arrange an exchange for a new box. The District Chief will return the empty box to Headquarters. The paramedic and the District Chief will complete a two-person verification of the transfer of custody of the old box and the new box on Operative IQ. At no time should a crew member break a seal just to verify the contents of the narcotics box.

Discrepancies

If the box is damaged, appears tampered with, the seal number does not match the seal number stored in Operative IQ, or a box is opened and narcotics are missing, call the District Chief, log into Operative IQ, record the discrepancy, and fill out a situation report found on Firenet. The District Chief will exchange the box with a discrepancy for a new box, and bring the box with a discrepancy and any associated paperwork to Headquarters for investigation.