

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.165	Effective Date:	3/6/2024
Title:	EMS Medication Storage	# of pages:	3
Category:	Administration	Classification	Yellow

1. **PURPOSE:** To outline procedures for maintaining and documenting Maine EMS medications.
2. **POLICY:** It is the responsibility of all personnel to be familiar with this SOG and the proper documentation and usage log for all Maine EMS medications.
3. **PROCEDURES:**

The South Portland Fire Department is authorized by license or permit to handle medications approved by Maine EMS. Maine EMS medications are obtained through agreements with participating hospitals via a one-to-one drug exchange program. The system of medication distribution shall be overseen by a responsible pharmacist, or by a regional medical director or his/her physician designee. The ordering and administration of all medications to a patient shall be determined by applicable protocols and recorded on the patient care report.

Storage of scheduled medications:

Scheduled medications are not approved for out-of-drug-box storage and the South Portland Fire Department will comply with the requirements of the Maine EMS Rules, Chapter 6, regarding the acquisition, storage, accountability and documentation of scheduled medications.

1. Scheduled medications shall consist of those medications approved by Maine EMS.
2. Scheduled medications shall be kept in a sealed kit locked inside a secured vault on the Ambulance.
3. Only City of South Portland Fire Department Paramedic Licensed personnel are authorized to handle scheduled medications.

Storage of Non-scheduled Medications

1. Non-scheduled medications shall consist of those medications approved by MEMS.
2. A sealed medication box shall be kept on all Ambulances with the nearest drug expiration displayed on the outside of the box.
3. Additional non-scheduled medications to include Albuterol, Aspirin, Dextrose, Epinephrine, Ipratropium Bromide, Nitroglycerin, Ondansetron ODT, may be kept in kits contained in the “jump kits” of Ambulances and Fire Companies as well as in drawers on Ambulances.
4. All medications shall be kept in packaging as dispensed by the vendor. Labeling shall include the expiration date of the medication.
5. Only City of South Portland Fire Department Basic, Advanced, or Paramedic Licensed personnel are authorized to handle non-scheduled medications.

Accountability:

1. A log for each medication storage location will be kept by South Portland Fire Department indicating the:
 - A. Description and quantity of medications kept;
 - B. Date and time that a medication container is received by the service and placed in the service's designated medication storage location(s);
 - C. Use and disposal of medications including applicable MEMS patient/run record number; and,
 - D. MEMS License number and legible signature of person making the log entry.
2. Seals on kits shall be checked and logged daily.
3. Out-of-Box medications shall be checked and logged daily.
4. To ensure that medications have not expired or been tampered with, the integrity of the pharmacy packaging, as approved by the issuing pharmacist, and the expiration date, shall be checked weekly and recorded in the log. Kits will be re-sealed after inspection. Spare seals shall be kept in a secured vault on the Ambulances.
5. All medications that expire at the end of a month shall be exchanged at Mercy Hospital on the last Sunday before the end of said month
6. Any discrepancy noted will be immediately reported to the EMS Coordinator and/or the Duty Chief.
7. The log, the service's written policy for medications, and the pharmacist's written authorization for medication storage, will be checked at the annual service inspection, or as requested by MEMS.

By Order Of:



Phil Selberg
Fire Chief

APPROVAL

South Portland Fire Department is authorized to initiate and maintain storage of non-scheduled medications in accordance with the requirements set forth in this Standard Operating Procedure.

Date Director, Mercy Pharmacy

Date Regional Medical Director or Service Medical Director

Date South Portland EMS Coordinator