

MICU Narcotic Drug Box Exchange Procedures

1. The cooperating hospital's pharmacy shall accept the responsibility for permanent inventory reconciliation of a specific number of MICU narcotic drug boxes. It is the responsibility of the hospital pharmacy to develop and implement appropriate record keeping and security measures in accordance with Title 21, Federal Controlled Substances Act, which will minimize the potential for diversion.
2. The cooperating hospital pharmacy will stock the MICU drug boxes on accordance with the drug list approved by the MICU Medical Director and the Washtenaw/Livingston County Medical Control Authority.

Procedure:

- A. The drugs placed in the boxes shall be consistent throughout the stock of MICU narcotic drug boxes as to dosages, concentration prescribed by the MICU Required Equipment List.
- B. Labels shall be securely attached to the outside of all drug boxes which shall include:
 1. The name of the hospital pharmacy which last restocked the box.
 2. The date the box was last restocked.
 3. The legible initials of the pharmacist who inventoried and restocked the drug box.
 4. The earliest date at which any drug or solution in the box would expire (30 day lead time recommended).
- C. After the drug box has been inventoried, restocked, and appropriately labeled, the pharmacist will attach a blue plastic breakaway seal. A red seal will be placed in the box by the restocking pharmacy for use by the MICU Paramedic. The hospital pharmacy will be solely responsible for dispensing and accounting for these seals.
- D. The sealed drug boxes will be placed in a locked storage area in the SJMH outpatient pharmacy, or appropriate location designated by the SJMH pharmacy. Only staff designated by the SJMH pharmacy will have access to the drug boxes. A permanent record shall be maintained indicating the number on the drug box, the MICU Unit designation, the name of the MICU Paramedic to whom the drug box was issued, and the name of the pharmacy designated staff or pharmacist receiving or dispensing the box.
- E. The MICU run record shall serve as a permanent medical record of physician orders for drugs administered. It shall not be valid without a physician signature.
- F. When drugs from the box is used or whenever the pharmacy seal on the box is broken, the MICU Paramedic will place a copy of the MICU run record, signed by the physician, in the drug box. The MICU Paramedic will then reseal the drug box utilizing the red seal that the pharmacist placed in the drug box for that purpose.
- G. The used MICU narcotic drug box will then be exchanged for a pharmacy-sealed box at the SJMH pharmacy designated area under the supervision of the appropriate pharmacy staff. Once sealed by the pharmacist, the exchanged box will not be inventoried by the MICU Paramedic personnel prior to documented necessity for use.
- H. All requirements for signatures and filing of the MICU run report apply independent of the receiving facility whenever a MICU narcotic drug box used for patient transport.
- I. Any discrepancies in the drug box will be documented on ALS Medication Discrepancy Report and clearly labeled MICU Drug Box Discrepancy.
 1. If the discrepancy is discovered by the MICU Paramedic at the time of utilization the report form shall be co-signed by the other MICU crew members.
 2. Hospital pharmacists who note discrepancies in the drug box inventory, which cannot be accounted for by the MICU run records, shall initiate and sign the discrepancy form.

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- 3. Copies of the discrepancy reports along with copies of the MICU run report are sent to the MICU Medical Director and the ambulance service who are responsible for evaluation and follow up and will retain the records for one year. The original is retained by the hospital pharmacy.
- 4. Controlled substances which are contaminated, lost through spillage, or partially used must be accounted for on the MICU run record by the MICU Paramedic and co-signed by other crew members.
- J. Locked and secure compartments or other locking devices approved by the Michigan Department of Consumer and Industry Services shall be provided on the MICU vehicle and utilized to prevent access to stored drugs by unauthorized persons.
- K. Any incident resulting in diversion of a controlled substance shall be promptly reported by the SJMH pharmacy. The report of the circumstances concerning the diversion shall be forwarded to the following:
 - 1. Board of Pharmacy.
 - 2. Michigan Department of Consumer and Industry Services.
 - 3. The local law enforcement agency.
 - 4. U.S. Department of Justice/Drug Enforcement Administration (Report from to DEA must be submitted on DEA Form 106 "Report of Theft or Loss of Controlled Substances").
 - 5. MICU Medical Director.
 - 6. EMS Medical Director.

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