



SUBJECT: CONTROLLED SUBSTANCES

PURPOSE: To ensure compliance with Clark County, WA State and Federal regulations governing the use of Drug Enforcement Agency (DEA) controlled substances.

SCOPE: All District personnel.

PROCEDURE: DEA Schedule II & IV controlled substances will remain secured in a locked, substantially constructed cabinet, per the DEA Practitioners Manual. This does not apply to paralytics, or other sedatives.

Narcotics will remain in a locked cabinet or in the Paramedic's physical possession at all times. Non adherence to security of narcotics will be handled in accordance to the agency disciplinary process.

Controlled substances will be ordered and inventoried by the EMS Division per procedure established by the DEA, including the retention of order forms (DEA Form 222) and invoices from pharmaceutical suppliers.

The EMS Division will keep accurate logs on the inventory and use of the controlled substances for a minimum period of 7 years.

1. All controlled substances are to be administered in accordance with Clark County Pre-hospital Care Protocols.
2. All controlled substances will be stored in a secure and accountable manner.
3. The contents of the double lock narcotic storage container will be inspected at every crew change by either the Clark County Lead Paramedic or district officer assigned to that apparatus, who will sign and document the amount of controlled substance present on the Controlled Substance Log located in the double locked narcotic storage container. This applies only when a Clark County Lead Paramedic or district officer is on duty, assigned to that specific apparatus.
4. The wasting of all controlled substances not used for patient care will be witnessed by a second person. Only District Chief Officers, Captains, or another Clark County Lead Paramedic will be allowed to witness the wasting of controlled substances. The person witnessing the wasting of the controlled substance must have their name documented on the Controlled Substance Use

Form. The person witnessing the wasting of the controlled substance must sign the Controlled Substance Use Form.

5. All controlled substances shall be re-supplied by the Deputy Chief of Operations, On-duty Battalion Chief, or the Deputy Chief of Operation's designee.
6. When a controlled substance is used for patient care it will be documented on the MIR and on a Controlled Substance Use Form. All completed Controlled Substance Use Forms will be attached to the MIR and submitted to the Deputy Chief of Operation's designee.
7. The district's main supply of controlled substances located at Station 26 (21609 N.E. 72nd Ave, Battle Ground, WA 98604) will be secured, maintained, and documented in accordance with all Clark County, WA State, and Federal regulations and laws
8. Controlled substances will remain under double lock conditions when possible.
9. The key to access the portable controlled substance containers located on the apparatus will remain secured in the key lock box at all times. Only Clark County Lead Paramedics and district officers will have access to the narcotic key lock box combination.
10. Only Clark County Lead Paramedics will administer controlled substances in accordance to county protocol.
11. Quarterly controlled substance use reports will be forwarded on to the Clark County Medical Program Director's office for their review, by the Deputy Chief of Operation's designee. This is to include usage, purchased replacements, and discarded expired medications.
12. The district's main supply of controlled substances will be stored in a double combination (physical key and digital combination lock) safe. Details and procedures:
 - The two physical keys to the safe will be controlled by district Chief Officers. One key will remain in control of the On-Duty Battalion Chief, and the back-up key will remain in control of the Deputy Chief of Support Services.
 - The digital combination will be controlled by the Deputy Chief of Operation's designee. This combination is not to be shared with any other members of the district at any time.

Exception: if the Deputy Chief of Operation's designee is going to be un-available for an extended length of time, the digital code can be re-assigned to another district approved member – at the discretion of the Deputy Chief of Operations.

- The digital combination number will be written down, sealed in a notarized envelope, and placed in control of the district's Fire Chief. This sealed envelope is to only be opened in the event that the Deputy Chief of Operation's designee is either terminated from the department, becomes incapacitated, or deceased. At that time, the digital combination will be reassigned to another designee determined by the Deputy Chief of Operations.
 - At no time is any member of the district allowed to access the district's main supply of controlled substances without at least two district members present (designee and district chief officer).
13. Replacement controlled substance orders will be shipped directly to Station 21 (911 N. 65th Ave, Ridgefield, WA 98642) and received by the front staff. At that time, the Deputy Chief of Operation's designee will be notified of the delivery. The shipment will be checked in with the Deputy Chief of Operation's designee and at least one other district member (district officer) present. Both members present must record their name, date, and signature on the receiving shipment invoice. The checked-in controlled substances will then be secured into the district's main supply safe and recorded in the supply log.
14. At no time are district controlled substances to be shared, loaned out, or exchanged with any other allied agency. If any outside agency or personnel makes a request for controlled substance exchange, then the Clark County Medical Program Director's office must be notified.
15. Controlled Medications and amounts currently carried by Clark County Fire & Rescue are as follows:
- a. First-out ALS units:
 - Fentanyl: 200 mcg
 - Versed (Midazolam): 20 mg
 - b. Battalion Chief replacement stock:
 - Fentanyl: 200 mcg
 - Versed (Midazolam): 20 mg



Note: If the Deputy Chief of Operation's designee is going to be unavailable for an extended amount of time (greater than 2 weeks +), then the replacement Battalion Chief stock may be increased to ensure that they have sufficient stock available to replace crews as needed. This change will be noted both in the Battalion Chief's Controlled Substance Log, as well as in the district's main supply log. Upon return of the Deputy Chief of Operation's designee, the set amount will be returned to the normally assigned amounts.

Note: These amounts do not apply to Rescue 27's controlled substances. All controlled substances used, ordered, restocked, and tracked for Rescue 27 are done through American Medical Response, and are maintained and accounted for by the Lead Paramedics assigned to Rescue 27. At no time are any Clark County Fire & Rescue controlled substances to be used to restock Rescue 27. If a discrepancy or need arises pertaining to Rescue 27's controlled substances, then an American Medical Response supervisor should be contacted for assistance.