

Methodist Health Services Corporation UnityPoint Health- Proctor	Page # 1 of 3	Section:	Policy #: 34
	Approved by:		Date: 6/2017 Review by: 6/2018
	Supersedes: Date Revised: 6/2018		
	Primary Responsible Parties: Dr. Ashley N. Huff Secondary Responsible Parties:		
	Joint Commission Standard:		
SUBJECT: CONTROLLED SUBSTANCE LOG AND WASTE			

I. POLICY:

Controlled Substance Log and Waste

II. PURPOSE AND STANDARD:

It is UnityPoint Health EMS System's responsibility to make sure all controlled substances are used, counted, logged, wasted and documented properly in accordance with IDPH and DEA regulations. All controlled substances are to be strictly monitored for usage, waste and documentation procedures. The procedures for wasting and logging controlled substances are listed below.

III. GENERAL INFORMATION:

A. Procedure:

1. Protocol must be followed in adherence to treatment concerning indication for and dosage used of a controlled substance.
2. All controlled substances must be under a double lock system at all times.
3. Controlled substances that are NOT currently used for vehicle stock must be accounted for every day. This count will be logged on the "EMS Controlled Substance Inventory Form" for the cache.
4. All controlled substances that are currently being used for vehicle stock must be under a numbered tag system that will be logged on the "EMS System Daily Tag Log for Controlled Substances" form every day. Each drug box

needs its own tag log. The controlled substances count each time a medication is used will be logged on the “EMS Controlled Substance Inventory Form” for the respective drug box.

\*Each box/bag must possess its own numbered tag (main/spare supply)

5. In the event that a controlled substance is needed for patient care, the proper dosage according to protocol must be used and documented in the PCR. The waste will be documented in the PCR and on the “EMS Controlled Substance Usage Form” and put into a plastic bag along with the vial and or syringe used (no needles please) and dropped into the controlled substance box provided by the EMS system.

\*The waste signature must be from someone that is the same or higher level of certification, and you must witness the bag going into the box

6. The old tag number and the new tag number must be recorded on all three forms mentioned above. All tags must match and must be traceable to patient treatment. The forms and content of the locked boxes will be collected on a monthly basis from the EMS System.

\* The EMS system will solely control the lock box provided

\*The EMS system will conduct random sampling on the vials/syringes collected to ensure that they have not been tampered with.

7. In the event of an expired controlled substance, or a “broken seal” occurs, the waste procedures listed above must be followed, along with an incident report to the system.

8. Agencies possessing controlled substances will submit all controlled substances logs, or they will be picked up by the system every month, along with the contents of the lock box.

9. Any violation of these procedures or the locked boxes provided for controlled substances may result in a suspension of the use of controlled substances by an agency or individual, and/or may result in disciplinary action up to a permanent licensure suspension by an individual provider.

10. The EMS system has the right to demand urine drug screenings at either a random basis, or as requested. The EMS system will be responsible for the cost of the drug screening(s). If a provider/student is found to have a positive drug screen, the provider/student will be immediately suspended, and possibly permanently withdrawn from the system. The EMS system may exercise their right to involve the state for action against the provider/student license.

11. Controlled substances are for patient use only. Any provider/student that is caught stealing and/or using the controlled substances intended for patient use will be immediately suspended, and the EMS system will exercise their right to have action taken from the state to permanently suspend all EMS licenses from the individual.