



## **Pharmacy Department Policy**

### **AMR Farmington Paramedic Kits**

**A. EFFECTIVE DATE :**

11/15/2021

**B. PURPOSE :**

To establish a process for the dispensing, storage, and exchange of Paramedic Kits between UConn Health Pharmacy and AMR Farmington Paramedics.

**C. POLICY :**

The UConn Health Pharmacy Department supplies controlled substances midazolam, fentanyl, and ketamine for administration to the American Medical Response Service paramedics for emergency vehicles stationed in Farmington, Connecticut. American Medical Response paramedics are accountable medically to UConn Health–John Dempsey Hospital as the sponsor hospital and to the Emergency Medical Director. Controlled substances will be administered by CT licensed paramedics pursuant to the order of a licensed physician or North Central Connecticut EMS Regional standing orders. Supplies such as controlled substances may be used when transporting patients and or treating patients under a verbal order from a John Dempsey Hospital physician, another hospital’s physician, or from the statewide standing order protocols until they are accepted at the destination facility.

**D. SCOPE :**

Applies to all UConn Health Pharmacists and AMR Farmington Paramedics.

**E. DEFINITIONS :**

None

**F. MATERIAL(S) NEEDED :**

None

**G. PROCEDURE :**

**1. Contents**

Each kit is a clear, plastic, rigid box that is secured closed using two (2) numbered, tamper-resistant seals, and each kit contains the following:

- #6 - Fentanyl 50 mcg/mL, 2mL vials
- #4 - Midazolam 5 mg/ml, 2 ml vials
- #2 – Ketamine 100mg/mL, 5mL vials
- #2 - Red “Used Kit” Seal

**2. Location**

Emergency vehicles are stationed in a secure garage at 112 Farmington, Farmington, CT 06032. There will be one kit in each of two ambulances based there. Specific vehicles (numbers) are not permanently assigned. There are only two-AMR Farmington vehicles stationed 24 hours, 7 days a week.

CT Licensed paramedics are responsible for the emergency vehicles and only CT licensed paramedics are able to access the lock boxes. A list of names, addresses and signatures of the paramedics is maintained for 3 years. This list is updated at least annually.

The kits are contained in double locked immobile containers inside any vehicle carrying narcotics. Keys and/or electronic access (ID cards) to locked containers on each vehicle will not be interchangeable. The on duty paramedic has exclusive possession of the two individual keys which access the double-lock door of the box.

**3. Accountability**

- A. For each kit, a Paramedic Controlled Substance Kit Administration Record is maintained. The following is required:
  - 1. Patient full name
  - 2. Patient full address
  - 3. Date of order and time given
  - 4. Ordering physician or EMS Run # if given on standing order
  - 5. Medication and dose
  - 6. Name and signature of paramedic receiving order
  - 7. Name and signature of paramedic administering drug
  - 8. Name and signature of ordering physician (UConn’s or destination hospital physician) or standing order notation
  - 9. Vehicle number
- B. When the kit on the vehicle is used, no discards are to be done by paramedics. Discards of partial vials of controlled substances are to be conducted and documented by two pharmacists at the UConn Health-John Dempsey Hospital Pharmacy Department.
- C. After using or opening a kit, paramedics will place all used and un-used vials, as well as the original numbered white seals into the kit. The kit will then be re-sealed using the red “used kit” seals which are provided in the kit. Used/opened kits must be brought immediately to the UConn Health-John Dempsey Hospital Pharmacy Department. The

paramedics will call ahead to the Pharmacy Department with as much advance notice as possible.

- a. The contents of the used kit will be verified against the proof of use form (i.e. Record of Controlled Drug Administration form) by a pharmacist.
  - b. Any discrepancies will be noted on the Record of Controlled Drug Administration form.
  - c. Any unresolved discrepancies are reported to Pharmacy Leadership as well as the EMS coordinator responsible for that unit. An investigation is performed and if a true loss is discovered the event would be reported to both the Emergency Medical Director and to the Drug Control Division.
- D. Paramedics dropping off a used kit may then obtain a new kit from the Pharmacy Department. All transactions will be recorded in a log book (see attached “Narcotic Issuance Report” and “Controlled Substances Tracking Log”) to be kept in the Pharmacy that will detail the date of transaction, kit number, ambulance number, and the name and signature of the paramedic and the pharmacist. When the paramedics are dropping off an un-used kit from an ambulance going out of service, picking up a kit for an ambulance returning to service, or reporting the transfer of the kit from ambulance to another such transactions will also be recorded in the log.
- E. In each instance of kit use, the ordering physician must either sign the form or make available a signed copy of the order to be attached to the form. If the medication is given on standing order, the EMS run number must be written on the form.
- F. Kits that are open and not used or the seal is broken are returned to the UConn Health-John Dempsey Hospital Pharmacy Department. The paramedic will complete part 1-B of the record of controlled substances administration.
- G. A pharmacist signs the completed form after verification of the information.
- H. The on-duty paramedics are responsible for the security of the controlled substances kits on department vehicles. The oncoming paramedics shall receive the access keys from the off-going paramedics or EMS supervisor and will visually inspect the controlled substances kit during the changeover. Vehicles must be locked at all times when unattended. The access keys must physically remain with the responsible paramedic at all times while on duty.
- I. Each paramedic kit distributed to American Medical Response must have a change of shift validation sheet. After visual inspection of the controlled substances kits, the change of shift validation sheet is signed by one oncoming and one off-going paramedic to verify the accuracy of the inventory on vehicles. Furthermore, the AMR supervisor verifies twice daily the location of the paramedic kit by kit number and paramedic. See attached form “Daily R5 log”. The Pharmacy Department is notified of any discrepancies. Pharmacy will report all non-compliance problems and losses to the EMS Coordinator, the AMR Clinical and Educational Services Coordinator and to the Drug Control Division.

- J. Any paramedic vehicle carrying a narcotic kit will be inspected on a random basis at least quarterly by EMS Coordinator, and documented on the Unit Inspection audit form.
- K. When the paramedic vehicle is off-line (There is no on-duty paramedic assigned to the car), the key to the immobile double locked cabinet that was assigned to the paramedic must be collected by the Paramedic supervisor or placed in a double locked immobile storage cabinet located in AMR facility referenced above and accounted for on the daily log sheet. The double locked immobile storage cabinet is in a room accessed by code only and can only be accessed by the AMR supervisor. Should an ambulance carrying an assigned narcotic kit need to be replaced by another ambulance, the paramedics should come to John Dempsey Hospital within eight hours to record the kit's assignment to the new vehicle in the narcotic log book to be signed by the paramedic and the Pharmacist. No more than two AMR ambulances will carry a UConn Health-John Dempsey Hospital paramedic kit without amendment to this policy. At no time will an AMR ambulance simultaneously carry narcotic kits from two different sponsor hospitals.

**4. Receipt and Disbursement**

The Pharmacy will maintain a supply of three kits for AMR Farmington use in the Pharmacy (i.e. up to two kits in distribution and one spare kit to facilitate exchange). These kits will be available for paramedic pickup whenever they return a used or expired kit to the Pharmacy or when picking up a new kit for a vehicle returning to service.

**5. Forms**

All completed forms will be kept on file for 3 years in the pharmacy.

**6. Notifications & Unusual Occurrences**

- AMR must notify the Director of Pharmacy of any change in AMR paramedic personnel. A current list of AMR Paramedics must be provided to the Director of Pharmacy.
- Any and all narcotic kit discrepancies, concerns or unusual occurrences must be documented in writing by the discovering or involved parties to the EMS Coordinator and Pharmacy Department.

**7. Non-Compliance**

Failure to comply with the procedures may result in disciplinary action and may result in rescinding approval of this protocol.

**H. ATTACHMENTS :**

None

**I. REFERENCES :**

None

**J. SEARCH WORDS :**

Paramedic kit, AMR Avon

**K. ENFORCEMENT:**

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**L. STAKEHOLDER APPROVALS :**

On File

**M. COMMITTEE APPROVALS :**

**NOTE: Any future changes or updates to this policy will be submitted to the State of Connecticut Drug Control Division.**

**N. FINAL APPROVAL :**

- |   |                           |
|---|---------------------------|
| 1. <u>Andrew Agwunobi, MD (Signed)</u><br>Andrew Agwunobi, MD, MBA<br><b>UConn Health Chief Executive Officer</b>   | <u>12/06/2021</u><br>Date |
| 2. <u>Anne D. Horbatuck, (Signed)</u><br>Anne D. Horbatuck, RN, BSN, MBA<br><b>Clinical Policy Committee Co-Chair</b>   | <u>12/06/2021</u><br>Date |
| 3. <u>Scott Allen, MD (Signed)</u><br>Scott Allen, MD<br><b>Clinical Policy Committee Co-Chair</b>  | <u>11/30/2021</u><br>Date |
| 4. <u>Caryl Ryan (Signed)</u><br>Caryl Ryan, MS, BSN, RN<br><b>Interim Chief Operating Officer, JDH</b><br><b>VP Quality and Patient Services &amp; Chief Nursing Officer</b> | <u>11/30/2021</u><br>Date |

**O. REVISION HISTORY :**

Date Issued: 11/10/16

Date Reviewed: 11/10/16, 09/12/17, 11/1/17, 4/2/21

Date Revised: 11/10/16, 09/12/17, 11/1/17, 4/2/21, 11/15/21