



## Pharmacy Department Policy Canton 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 Canton Paramedics.

**C. POLICY :**

The UConn Health Pharmacy Department supplies controlled substances midazolam, fentanyl, and ketamine for administration to the Town of Canton Fire & EMS Department (Collinsville Station) Paramedic Service for emergency vehicles stationed in the Collinsville Fire Station, Connecticut. The Town of Canton Fire & EMS Department Paramedic service is 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 Canton 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 at the Town of Canton Fire & EMS Department, Collinsville Station (51 River Road, Canton, CT). Narcotic kits are co-located with full sets of advanced life support gear as per the below. There will be one kit in each of two emergency vehicles based there. Each kit will be located in an immobile lock box (Knox® Med Vault 2, WIFI enabled) which requires a specific unique “PIN” number before entry to the box is gained, **and the vehicle is locked whenever unattended**. The access system logs all PINS which are used to grant access to the box where the narcotics are secured; information is stored in the software (Knox® Med Vault 2 administration software), which is updated when connected to WIFI.

- “Car 10” – This primary transport vehicle is staffed by one paramedic and there is one (1) narcotic kit.
- “Medic 1” – This non-transport vehicle is staffed by one paramedic and there is one (1) narcotic kit.

CT Licensed paramedics are responsible for the emergency vehicles and only CT licensed paramedics with PINS issued by the Town of Canton Fire & EMS Department are able to access the electronic narcotic lock boxes. A list of names, addresses and signatures of the paramedics is maintained for 3 years. This list is updated at least annually.

## 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. Paramedics dropping off a used kit may then obtain a new kit from the Pharmacy Department.

- 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. For kits used on orders from a physician, 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 drug 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. Vehicles must be locked at all times when unattended.
- I. Paramedic kits distributed to the fire department and stored on Car 10 and Medic 1 must have a change of shift validation sheet. This is accomplished on the daily vehicle inspection sheet. At each shift change, a visual inspection of the narcotic kit shall be completed which will consist of checking that:
- i.) Kit is properly sealed
  - ii.) Correct # of vials of medication & no apparent deficiencies
  - iii.) Kit expiration date

The change of shift validation sheet will document the following:

- i.) Kit Number
- ii.) Kit Expiration Date
- iii.) Kit’s Seal Numbers (Located on white tags which seals kit)
- iv.) Initials of Paramedic inspecting and verifying kit

In the event of a discrepancy, the EMS Assistant Chief, the Pharmacy Department, and EMS Coordinator are to be notified. Pharmacy will report all non-compliance problems and losses to the Emergency Medical Director 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 the EMS Coordinator, and documented on the unit inspection audit form.
- K. Controlled substances will not be stored on vehicles out of service at any time. Controlled substances will be secured in an alternate paramedic vehicle with a suitable lock box or returned to the Pharmacy until the vehicle is returned to service.

4. **Receipt and Disbursement**

The Pharmacy will maintain a supply of at least two (2) kits in the UConn Health-John Dempsey Hospital Pharmacy for Canton Fire & EMS. These kits will be available for paramedic pickup whenever they return a used or expired kit to the Pharmacy Department.

5. **Forms**

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

6. **Notifications & Unusual Occurrences**

- Canton Fire & EMS Department must notify the Director of Pharmacy of any change in paramedic personnel. A current list of Canton Fire & EMS Department 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 Assistant Chief, Pharmacy Department and EMS Coordinator.

7. **Non-Compliance**

Failure to comply to 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>12/14/2021</u><br>Date |
| 2. <u>Anne Horbatuck (Signed)</u><br>Anne D. Horbatuck, RN, BSN, MBA<br><b>Clinical Policy Committee Co-Chair</b>   | <u>12/09/2021</u><br>Date |
| 3. <u>Scott Allen, MD (Signed)</u><br>Scott Allen, MD<br><b>Clinical Policy Committee Co-Chair</b>  | <u>12/09/2021</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>11/16/2021</u><br>Date |

**O. REVISION HISTORY :**

Date Issued: 6/20/16

Date Reviewed: 6/20/16, 9/12/17, 11/1/17, 4/2/21

Date Revised: 6/20/16, 9/12/17, 11/1/17, 4/2/21, 11/15/21