



**Department of Public Health
Emergency Medical Services Agency**

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This policy supersedes any other existing policy on this subject.

Equal Opportunity Employer

Subject: **CONTROLLED SUBSTANCES**

Authority: California Health and Safety Code, Division 2.5, Sections 1797.220 and 1798(a) California Code of Regulations, Title 22, Division 9, Sections 100146, 100167 and 100168

Definitions: **ALS** Means Advanced Life Support as defined in Section 1797.52 of the Health and Safety Code, Division 2.5.

Agency Refers to the Merced County EMS Agency.

Back-up ALS Unit Means a fully stocked and operational ALS ambulance that is not currently staffed with an EMT-P (not part of the current system plan) responsible for the controlled substances on said ambulance.

BLS Means Basic Life Support as defined in Section 1797.60 of the Health and Safety Code, Division 2.5.

DEA Means the Drug Enforcement Administration, United States Department of Justice.

Out-of-Service ALS Unit Means an ALS ambulance that is not currently operational nor staffed with an EMT-P responsible for the controlled substances on said ambulance.

Controlled Substance(s) or Substance(s) Refers to either Morphine Sulfate or Versed.

Stock Refers to the quantity of controlled substances stored at a providers place of business.

Purpose: To ensure the security of controlled substances utilized and stored by ALS Service providers.

APPROVED:

ON-FILE

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Policy: ALS Service Providers are responsible for the security of controlled substances in accordance with this policy and their approved company policies.

1. All ALS Providers shall have controlled substance policies in place, approved by the Agency, addressing, at a minimum, the following:
 - A. maintenance of logs for stock
 - B. maintenance of logs for each ALS unit
 - C. purchase of stock,
 - D. receipt of stock
 - E. storage and security of stock
 - F. access to stock and security of keys/combinations
 - G. removal of stock from storage
 - H. stocking of ALS units
 - I. removal of ALS units from service
 - J. security of stock in backup ALS units
 - K. documentation and validation of wasting of unused portions of substances
 - L. persons authorized to access or handle controlled substances
 - M. procedures in the event of breakage of a controlled substance container
 - N. procedures in the event of missing or stolen controlled substances and/or discrepancies noted during a controlled substance log update.
 - O. reporting requirements to the local law enforcement agency of jurisdiction and the DEA.
2. Providers shall obtain controlled substances through their provider-based medical director, consistent with the requirements of the DEA for licensing and obtaining DEA Form 222, required for submission to a vendor of controlled substances.
3. Only the following individuals shall be authorized to have access to or handle control substances:
 - A. on-duty Paramedics
 - B. provider management staff authorized by the Agency
 - C. re-supply personnel authorized by the Agency to transport controlled substances for re-supply of remotely stationed ALS units.
4. Controlled substances shall be counted and log entries made anytime the substances are accessed. All controlled substances in ALS units shall be counted, at a minimum, at the beginning of each shift change, and appropriate log entries made by the on-coming and off-going paramedics.
5. The stored controlled substances at the provider's place of business shall be counted at a minimum of every 48 hours or each time accessed, by two authorized individuals, and both shall make an appropriate log entry verifying the count and condition. Copies of all controlled substance logs shall be submitted to the Agency by the 20th day of the month for the previous month's activities.
6. ALS service providers shall submit their controlled substance policy to the EMS Agency for approval within 30 days of the implementation of this policy. Any proposed revisions to ALS service provider controlled substance policies shall be submitted to the EMS Agency for approval prior to implementing such revisions.

7. The Agency shall either approve controlled substance policies or submit to the ALS service provider, in writing, what additional information or policy changes are required to gain approval within ten working days of receipt of the policy.
8. Under no circumstances shall controlled substances be stocked in a BLS unit.
9. ALS service providers shall not be licensed to operate within this EMS jurisdiction unless they have submitted a controlled substance policy for approval by the Agency as outlined in this policy, unless the provider can demonstrate that they are in compliance with a controlled substance policy of a neighboring EMS Agency.