# SOUTH PORTLAND FIRE DEPARTMENT
## STANDARD OPERATING GUIDELINES

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<tr>
<th>Policy #</th>
<th>5.165</th>
<th>Effective Date:</th>
<th>12/1/2012</th>
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<td>Title:</td>
<td>Out Of Drug Box Drug Storage</td>
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<td>3</td>
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<td>Category:</td>
<td>Administration</td>
<td>Classification:</td>
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1. **PURPOSE:** To maintain, log, and document all Out Of Drug Box medication on the Fire Apparatus.

2. **POLICY:** It is the responsibility of all personnel to be familiar with this SOG and the proper documentation daily and usage log for all Out Of Drug Box medication on the Fire Apparatus.

3. **PROCEDURES:**
   
   **Medication Storage:**
   
   A. Non-scheduled medications are approved for out-of-drug-box storage by the Maine EMS Board in accordance with the *Standard for Out-of-Drug-Box Medication Storage*, revised April 4, 2012. The following non-controlled medications will be stored outside of a pharmacy sealed drug box.
   
   B. Scheduled medications are **not** approved for out-of-drug-box storage. A service must comply with the requirements of the Maine EMS Rules, Chapter 6, regarding the acquisition, storage, accountability and documentation of scheduled medications.
   
   C. Non-scheduled medications are approved for out-of-drug-box storage by the Maine EMS Board in accordance with the *Standard for Out-of-Drug-Box Medication Storage*, revised April 4, 2012. The following non-controlled medications will be stored outside of a pharmacy sealed drug box.
   
   D. Scheduled medications are **not** approved for out-of-drug-box storage. A service must comply with the requirements of the Maine EMS Rules, Chapter 6, regarding the acquisition, storage, accountability and documentation of scheduled medications.

**General**

South Portland Fire Department is authorized Board license or permit to handle drugs or medications shall use as the source of drugs and medications a single hospital which has a pharmacy, several hospitals with either individual or central supply points, or some other source approved by the Board. The system of drugs and medications distribution will be overseen by a responsible pharmacist, or by a regional medical director or his/her physician designee.

**Storage of South Portland’s Out-of-Drug-Box (ODB) Drugs**

1. In packaging as dispensed by Bound tree Medical. Labeling shall include the expiration date of the medication.
2. For the Rescue’s the ODB shall be in the bottom drawer of the IV cabinet, and or top pocket of the Jump Kit.

3. For Full Time Engine Companies the ODB shall be in the top pocket of the Jump Kit.

4. Only City Of South Portland Fire Department Basic, Advanced, or Paramedic Licensed personnel are authorized to handle ODB medications.

Accountability:

A. A log for each ODB medication storage location will be kept by South Portland Fire Department, indicating the:
   1. Description and quantity of medications kept outside of the drug box;
   2. Date and time that an ODB medication container is received by the service and placed in the service's designated ODB medication storage location(s);
   3. Use and disposal of ODB medications including applicable MEMS patient/run record number; and,
   4. Legible signature of person making the log entry.

B. To ensure that ODB medications have not expired or been tampered with, the integrity of the pharmacy packaging, as approved by the issuing pharmacist, and the expiration date, Shall be checked weekly and recorded in the ODB log. Any discrepancy noted will be immediately reported to the EMS Coordinator.

C. The ODB log, the service's written policy for ODB medications, and the pharmacist's written authorization for ODB medication storage, will be checked at the annual service inspection, or as requested by Maine EMS.

D. ODB shall be logged daily, and after each use in the following manner:
   1. For Full Time Engine Companies the Out Of Drug Box medication shall be logged on the daily EMS Engine Jump Kit Check Form and submitted to the EMS Office each day. This form will have the EMS person’s name that is checking the medication, along with the date, time, exp date, and quantity of each medication in the kit.
   2. For Full Time Rescue Companies the Out Of Drug Box medication shall be logged in the Medication log book in the Rescue as well as on the daily EMS Jump Kit Check Form and submitted to the EMS Office each day. This form will have the EMS person’s name that is checking the medication, along with the date, time, exp date, and quantity of each medication.

E. Prescribing, Ordering and Recording The administration of all medications to a patient shall be determined by applicable protocols and recorded on the run report.

F. Drugs that will be in ODB
   Albuterol, Aspirin, Dextrose (D-50), Epinephrine Auto injectors, Ipatromium Bromide, Nitroglycerin, Odansetron ODT,

APPROVAL
South Portland Fire Department is authorized to initiate and maintain out-of-drug-box storage of non-scheduled medications in accordance with the requirements set forth in this Standard Operating Procedure.

__________________________________________
Date Director, Mercy Pharmacy

__________________________________________
Date Regional Medical Director or Service Medical Director

__________________________________________
Date South Portland EMS Coordinator

4. REFERENCES:
   - None

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief