

New Durham Fire Department Standard Operating Guideline (SOG)

SOG 503 Drug Box Quality Control

PURPOSE: To insure the highest level of control and accountability over the Drug box.

SCOPE: The New Durham Fire Department must maintain a high level of control and accountability over the various drugs carried in the Drug box. The department must be able to account for any of these materials it uses. Because of this, a numbered tag system will be used to track the use and entrance into the Drug box. With this system in place the department will be able to track when, where, and by whom access to the Drug box has occurred.

SPECIFICS:

- The Drug box tag should be checked weekly and compared to the Drug box log. After confirming the tag matches the previous entry, the person checking the tag shall sign and date the log book with the tag number. If the tag does not match what is shown, the EMS Lt shall be notified immediately.
- During the weekly check, the expiration date noted on the top of the box will also be checked. This date shows the earliest expiration date of any drug in the box. If there is a drug that will be expiring within 30 days, the EMS Lt will be notified.
- At the beginning of each month, a new Drug box log sheet will be started, copying the previous tag number to the new sheet. The previous months log copied (and provided to the EMS Lt). The original log sheet will then be delivered to the Resource Hospital
- The Drug box tag shall only be opened by members qualified (according to State Protocols and training levels) for the use of the drugs within the box, or at the direction of such a person.
- At the conclusion of the incident the qualified provider performing patient care will make sure ALL items used from the Drug box have been replaced and a new numbered tag will be attached to the box to seal it closed and the box will be placed back in service. The new tag number will be recorded in the log book and signed by the provider
- If the contents of the box can not be replaced, the person sealing the box shall notify the EMS Lt. of the items missing and the reason they were not replaced.

DATE: 2013-03-17