

SAMPLE  
ABC Ambulance Service (ABCAS)  
Standard Operating Procedure  
Revised April 4, 2012

Subject: Out-of-Drug –Box Medication Storage

1. 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 in the manner prescribed in # 3 below:
- 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.

2. General

- A. ABCAS authorized by 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.
- B. A service must have written authorization from the pharmacist (who is responsible for that service's sealed drug box), and the service's medical director, or the regional medical director in order to initiate and maintain out-of-drug-box storage of non-scheduled medications. The signatures at the end of this agreement indicate written authorization by the pharmacist and regional or service medical director.

3. Storage of ABCAS Out-of-Drug-Box (ODB) Drugs

- A. ODB medications shall be stored:
  - 1. In packaging as dispensed by [name] pharmacy. Labeling shall include the expiration date of the medication.
  - 2. With provision for reasonable climate control.
  - 3. In an area that provides for limited access (e.g. jump kit or cabinet).

B. Each service that is authorized for ODB medication storage under this standard shall maintain a written policy indicating:

1. ODB medications will be stored in the (indicate where the ODB medications will be stored; i.e jumpkit aboard the ABCAS ambulance vehicles #1 and #2;) and,
2. (Indicate here who is authorized to handle ODB medications; i.e. ABCAS personnel at the Intermediate, Critical Care and Paramedic) are authorized to receive, handle, and account for ODB medications.

4. **Accountability**

A. A log for each ODB medication storage location will be kept by ABCAS, 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, must be checked at least weekly and recorded in the ODB log. Any discrepancy noted will be immediately reported to the ABCAS Director

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.

5. **Prescribing, Ordering and Recording**

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

6. **APPROVAL**

ABCAS 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, WMMC Pharmacy

\_\_\_\_\_  
Date

Regional Medical Director or Service Medical Director