



Buxton Fire-Rescue

Administrative Policy

Subject: Emergency Medical Services (14)
Section/Number: Drug Box Maintenance (1)
Date Approved: April 25, 2018

Nath & Sle



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Purpose:

To maintain the integrity of the non-controlled substance drug boxes.

Policy:

The drug box will be reviewed, restocked and resealed by an EMS officer or the full – time employee designated for this function after each no – transport patient use. A Paramedic/AEMT may restock and reseal a drug box that has been used for a patient that is transported to the hospital after those medications have been exchanged.

1. Drug boxes used for patients who are not transported or drug boxes that are expiring will be exchanged with an unopened drug box stored at Station 2 in the climate-controlled storage area.
 - a. Drug boxes will be logged in and out of the storage area. When logging a drug box into the storage area, the provider will include a list of all items used.
 - b. Open drug boxes will be inventoried, using the Aladtec EMS Manager Drug Box Inventory, restocked and resealed with a numbered pharmacy seal by an EMS officer or the designated full – time employee. The name and date of the first expiring medication will be affixed to the outside of the box.
 - c. All expiring medications will be removed from the drug box and returned to the primary hospital by an EMS officer or designated full – time employee, per the regional drug exchange agreement.
2. If the patient is transported to the hospital, medications used will be exchanged one – for – one at the receiving hospital per the regional medication exchange agreement.
 - a. Drug boxes that are opened for patients that are transported to the hospital will be restocked and resealed with a numbered pharmacy seal by the Paramedic/AEMT who used the medications.
 - b. The Paramedic/AEMT will restock all exchanged medications and all administration supplies. The drug box expiration date will be updated, as needed, and the box resealed.
 - c. The Aladtec EMS Manager Drug Box Inventory will be updated to reflect the medications used and the new seal number.
3. All drug boxes will be opened, inventoried, restocked as needed and resealed by the full – time employee on duty on the last Monday of each month.
4. Adherence to this Policy is required by all employees. If it is found that employees are not following the policy, disciplinary action will follow according to the [Towns Personnel Policy](#).