

Date April 20, 2004

## **Required Drug/Medication Reconciliations**

EMMCO-West has developed the attached form “format” as a template for a BLS or QRS service to use in meeting the drug/medication reconciliation requirement of section 1005.11 (e) of the rules and regulation to Act 45.

The following is quoted from the above section. “The ambulance service shall adequately monitor and direct the use, control and security of drugs provided to the ambulance service.”

- (1) Ensuring proper labeling and preventing adulteration or misbranding of drugs, and ensuring drugs are not used beyond their expiration dates.
- (2) Storing of drugs as required by the Controlled Substance, Drug, Device and Cosmetic Act (35P.S. §§ 780-101-780-149), and as otherwise required to maintain the efficacy of drugs and prevent their misappropriation.
- (3) Including in the EMS patient care report information as to the administration of the drug by patient name, drug identification, date and time of administration, manner of administration, dosage, name of the medical command physician who gave the order to administer the drug, and the name of person administering the drug.
- (4) Maintaining records of drugs administered, lost or otherwise disposed of, and records of drugs received and replaced.
- (5) Providing the pharmacy, physician or hospital that is requested to replace a drug, with a written record of the use and administration, or loss or other disposition of the drug, which identifies the patient and includes any other information required by law.
- (6) Ensuring, in the event of an unexplained loss or theft of a controlled substance, that the dispensing pharmacy, physician or hospital has contacted local or State police and the Department's Drugs, Devices and Cosmetics Office, and has filed a DEA Form 106 with the Federal drug enforcement administration.
- (7) Disposing of drugs as required by The Controlled Substance, Drug, Device and Cosmetic Act.
- (8) Arranging for the original dispensing pharmacy, physician or hospital, or its ALS service medical director, to provide it consultation and other assistance necessary to ensure that it meets the requirements of this section

This form “format” with signatures will be required at the time of inspections. This reconciliation form is to be completed monthly for each vehicle and must be kept on file for a three year period.

Should you have any questions, please call.