Field Drug Box & IV Kits

1. Emergency medical service vehicles will be equipped with drug boxes and IV kits consistent with their licensure level and protocols.

2. IV kits and drug boxes will be prepared by participating hospital pharmacies prior to each patient use. The pharmacy will seal and secure the drug box and IV kits.

3. Drug boxes and IV kits will be labeled with a pharmacy label which contains, at a minimum:
   A. The name of the re-stocking pharmacy
   B. The name or initials of the certifying pharmacist
   C. The expiration date of the box or kit (and ID of first expiring med)
   D. The date the box or kit was refilled
   E. The tag number of the locks assigned to the box.

4. Licensed EMS personnel will assure that a proper seal is in place on any drug box or IV kit when it is provided by the participating pharmacy. The ambulance agency and licensed EMS personnel are accountable for each drug box and their contents. They are responsible for the security of controlled substances.

5. Drug boxes and IV kits shall be locked and secured in the EMS vehicle, except when required for patient care. A procedure will be in place in each agency to ensure limited and controlled access to the drug box.

6. Licensed EMS personnel will document the medications used from the drug box and/or IV kit. This documentation shall include the signature of the receiving physician for purposes of drug exchange. The documentation will accompany the sealed drug box when returned to a secure location for pharmacy exchange.

7. Whenever controlled substances are used from a drug box, any unused or contaminated drug must be disposed of in the presence of a licensed hospital employee or physician authorized to dispense that medication. This witness shall also sign their name on a patient care record, attesting to the disposal of the unused drug.

8. Opened syringes, needles, and any broken glass ampules will be properly disposed of and not left in the drug box. It is the responsibility of the licensed EMS personnel to clean any blood or body fluids from the inside of the drug box before it is returned to the pharmacy.

9. The pharmacy shall routinely inspect these medications and shall verify the contents and replace the medications as necessary. It is the responsibility of each life support agency to ensure compliance with the drug box inventory procedure.

10. If a pharmacy or agency discovers a discrepancy in drug box contents, they shall contact the last pharmacy or agency, which had possession of the box and mutually resolve the discrepancy. The pharmacy/agency, which discovered the discrepancy, shall submit a report to the medical control authority documenting the circumstances and the resolution. If the pharmacy and agency are not able to arrive at a mutually agreeable solution, the issue shall immediately be forwarded to the medical control for investigation and resolution.

11. The contents of the drug box are subject to inspection at any time by participating hospital pharmacy staff or by the medical control authority.