

# Washington Township Fire Department Standard Operating Procedure

**Division 200:** Emergency Operations  
**Section 202:** Emergency Medical Services  
**Subject 202.03:** IV Solution Security  
**Supersedes:**



## Approved By:

Date: April 13, 2000

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## PURPOSE:

To establish guidelines for the purpose of further securing and monitoring physician prescribed drugs in the pre-hospital environment.

## RESPONSIBILITY:

It shall be the responsibility of all Emergency Medical Personnel to become familiar with and carry out the procedures as outlined in this order.

## INFORMATION:

The Ohio Pharmacy Board has raised concerns with the potential access to a medic vehicle, and its equipment, for the purpose of tampering with physician prescribed drugs, especially those that are visible or have easy access (i.e., saline pour bottles and IV solutions).

The Ohio State Board of Pharmacy considers this to be a major compliance issue and has the intent to pursue it diligently. According to the Ohio State Board of Pharmacy, Ohio law states that we must deter unauthorized access to physician prescribed drugs and also have a mechanism in place to detect unauthorized access. This means that we must secure, with a numbered seal, all saline and IV solutions regardless of their location as well as maintain a written log.

Currently each Medic unit and the Attack carry First In Bags that contain the IV solutions as well as the saline lock equipment. These bags must be secured and a written log must be kept for tracking purposes.

All physician prescribed medications, including solutions in bags or bottles, must be maintained in a compartment, cabinet or bag and secured with a numbered breakaway seal.

## PROCEDURE:

The zippered pockets of the blue First In Bags that contain the IV starter kit and the IV solutions will be sealed with a numbered plastic lock. Added to the lock will be a white label that is to contain the most recent expiration date of the solution inside. This is to be done each time a seal has been broken and a new seal added.

Inside each of these pockets will be a log sheet titled Physician Prescribed Medication Record. Each time a seal is broken it must be recorded on this sheet. New seals and labels will be kept inside each of these sealed pockets. Prior to re-sealing write the most recent expiration date on the white label, record the required information on the log sheet, place the sheet inside the pocket, secure the zippered pocket with the seal and place the label on the seal.

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The extra IV solutions and bottles of saline for flushing will be located in another bag and sealed in the same manner. These bags will be marked with the medic unit's number and are to remain on the Medic and not rotated between units as the blue First In Bags are.

The Department will provide the yellow numbered heavy-duty breakaway padlock seals as the tamper-proof securing device. Also provided will be the white stick-on labels to document expiration date.

**Record Log:**

The log form is titled the Physician Prescribed Medication Record Log. On this sheet the following information must be logged:

- Dated Opened
- Time of Day
- Number of Seal Broken
- Name
- Signature
- Reason
- New Seal #

All log sheets must be returned to the EMS Supervisor when the sheet is completed. There must not be solutions of any type left unattended and unsecured. When supplies are restocked at the hospital, the solutions must be immediately secured.

If inspected and found not to be in compliance with this order, the Pharmacy Board will level a fine against Washington Township.