


<b>Title:</b> Administration of Controlled Substances	<input checked="" type="checkbox"/> <b>Policy</b>	<input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>SOP</b>
<b>Category:</b> Quality Management <b>Sub-category:</b> <b>Dept/Prog/Service:</b> Base Hospital Program	<b>Distribution:</b> Distribution: NW Region Ambulance Operators & Paramedics		
<b>Approved:</b> Program Medical Director & Program Manager  <b>Signature:</b> 	<b>Approval Date:</b>		March 2011
	<b>Reviewed/Revised Date:</b>		<b>April 2017</b>

CROSS REFERENCES: *QM 500 Medication Incident Guidelines; QM 500A Medication Incident Reporting Procedures*

## 1. PURPOSE

To ensure appropriate process for administration of controlled substances is developed and maintained by NW Region Paramedics and Designated Delivery Agents (DDA's) under the authority of the Medical Director of the Base Hospital.

## 2. POLICY STATEMENT

The Medical Director of the Base Hospital is required to establish guidelines and direction for the provision of controlled substances per Health Canada's Section 56 Class Exemption for Designated Administrators of Ambulance Service Operators of Ontario & Section 56 Class Exemption for Advanced Care Paramedics & Critical Care Paramedics.

## 3. SCOPE

Advanced Care Paramedics

## 4. DEFINITIONS

**Base Hospital Program** means a program defined as a Base Hospital Program under the *Ambulance Act* (Ontario) and *Ontario Regulation 257/00*.

**Controlled substance** means one of the following substances: diazepam, fentanyl, ketamine, lorazepam, midazolam, morphine and pethidine.

**Designated Delivery Agent** (Land ambulance services) are a vital part of emergency health care in Ontario. The delivery of land ambulance services is the responsibility of municipalities as one part of a much larger realignment of services between the province and municipalities.

**Medical Director** means a person who is defined as a Medical Director under the *Ambulance Act* (Ontario) and *Ontario Regulation 257/00*, and who is ultimately responsible for activities conducted by paramedics with respect to controlled substances.

**Paramedic** means a person who is registered by the Ontario Ministry of Health and Long-Term Care under the *Ontario Regulation 257/00* to practice paramedicine as an Advanced Care Paramedic or Critical Care Paramedic in Ontario and administer controlled substances as part of the practice of paramedicine, and authorized by a Medical Director of a Base Hospital Program to practice paramedicine for that Base Hospital Program.

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## 5. PROCEDURE

- I. The Medical Director of the Base Hospital Program will direct the development and maintenance of policies, procedures, and quality control, for controlled substances for NW Region Paramedics and the Designated Delivery Agents.
  - Failure to comply with the recommendations or direction given by the Medical Director may result in discontinuation of administration of controlled substances under the authority of the Medical Director of the Base Hospital Program.
- II. NW Region Paramedics and Designated Delivery Agents deemed responsible for the administration of controlled substances by the Medical Director of the Base Hospital will be kept informed of any requirement or expectation for change by the Base Hospital as required.
- III. The Base Hospital and the Designated Delivery Agent(s) will work collaboratively to ensure the development and maintenance of local policies, procedures, and quality management review (E.g. joint policy) for controlled substances, as follows, but not limited to:
  - Procurement
  - Documentation of Inventory and Daily Use
  - Inventory and Daily Count Discrepancy
  - Wastage/Breakage/Spillage/Lost
  - Storage and Security
  - Medication Incident or Error Reporting
- IV. Paramedics are required to comply with all requirements within the controlled substance policies, procedures, and processes as directed. Both organizations (Base Hospital and EMS) may have specific requirements within one policy– all requirements must be met.
- V. The Designated Delivery Agent is accountable for controlled substance procurement, inventory, count, discrepancy, wastage, storage, and security **at each ambulance base**.
  - Incidents or possible/near incidents (as relates to item 5) must be reported to the Base Hospital **immediately** and as may otherwise be indicated within the specific policy
  - Copies of Personal Narcotic Count Records & Master Narcotic Count Records will be forwarded to the Base Hospital **at the end of each month** for quality review purposes.
- VI. The Paramedic is accountable for procurement, inventory, count, discrepancy, wastage, storage and security for controlled substances **on their person** (personal pouch).
  - Incidents or possible/near incidents must be reported to the Base Hospital immediately
  - Deviation from medical directive, or non compliance with policy, procedure or process, related to a controlled substance must be reported to the Base Hospital immediately
- VII. Any Paramedic who fails to comply with a controlled substance medical directive, policy, procedure, or process OR fails to notify the Base Hospital of a controlled substance incident or possible/near incident immediately may be temporarily deactivated. Deactivation is at the discretion of the Program Medical Director.

## 6. RELATED PRACTICES AND/OR LEGISLATIONS

- i. *Ambulance Act (Ontario) and Ontario Regulation 257/00*
- ii. *Health Canada Controlled Drugs and Substances Act (CDSA)*
  - a. *Schedules I, II, III, IV & V*

- b. *Section 56 Class Exemption for Advanced Paramedics and Critical Care Paramedics in Ontario*
- c. *Subsection 4(1) of the CDSA with respect to fentanyl, ketamine, morphine and pethidine; Subsections 5(1) and 5(2) of the CDSA with respect to diazepam, fentanyl, ketamine, lorazepam, midazolam, morphine and pethidine; Subsection 8(1) of the Narcotic Control Regulations (NCR) with respect to fentanyl, ketamine, morphine and pethidine*

## **7. REFERENCES**

*Superior North EMS Policies:*

- OD - 47, Procuring Narcotics and Controlled Substances*
- OD - 48, Documenting Inventory and Daily Use*
- OD - 49, Narcotic Controlled Drugs - Discrepancy*
- OD - 50, Wastage of Narcotics and Controlled Substances*
- OD - 51, Storage and Securing of Narcotics*