



Burlington Fire Department



136 South Winooski Avenue
Burlington, Vermont 05401-8378
(802) 864-4554 • (802) 658-2700 (TTY)
Business Fax (802) 864-5945 • Central Station Fax (802) 865-5387

Section: 02 - EMS	
SOG Number: 02.07	Effective Date: Jan. 1, 2019
Subject: Controlled Substances	
By Order of Fire Chief Steven A. Locke	

I. Purpose:

This guideline describes the use, storage and return of controlled substances at the Burlington Fire Department.

II. Scope:

This guideline is for all personnel at the Burlington Fire Department. The intention is to provide continuous accountability for all controlled substances signed-out from the University Of Vermont Medical Center and controlled by personnel at the Burlington Fire Department.

III. Definitions:

Audit Report: Electronic documentation of either manual override or electronic access into the medical vaults installed on apparatus.

Controlled Substance: a drug or chemical whose manufacture, possession, or use regulated by a government.

District Paramedic Medical Advisor: Medical Director overseeing paramedicine in EMS District #3.

Knox MedVault 2: Secured vault accessed through electronic codes or an override key, capable of electronic auditing.

Paramedic: Licensed provider authorized to handle controlled substances and granted access codes to MedVaults.

Pyxis Machine: automated medication dispensing system.

IV. Guidelines:

A. Controlled Substance

1. Controlled substances will be used in accordance with Vermont Statewide Emergency Medical Services Protocols. When controlled substances are not in use by a paramedic at the Burlington Fire Department, controlled substance boxes will be located in a vault approved by the District Paramedic Medical Advisor (DPMA). Vaults will have an electronic lock with override key capability.

2. The type of vault used in Burlington is:

Knox MedVault 2 with key override and digital audit tracking capability.

B. Access

1. Access to controlled substance safes on a regular basis will be accomplished using individual access codes by each paramedic. Only in the event of a safe failure will any override key be used. In the event an override key is used, the Division Chief of EMS and DPMA will be notified

C. Override

1. Override keys will be located in a locked key cabinet in the Deputy Chief of Administration's office. The Deputy Chief of Administration will only grant access to the lock box to a paramedic with a witness present.

D. Accountability

1. Controlled substances at the Burlington Fire Department are obtained through the Pyxis machine in the emergency department.

2. Controlled Substances are placed in a medical vault capable of electronic auditing.

3. At NO time shall controlled substances be unattended where a non- paramedic could come into their possession.

4. When a vehicle is placed "unavailable" out for maintenance at a location other than a fire station, controlled substances will be removed from the safe and re-located to another Medvault.

5. Any expired controlled substance boxes shall be returned to the pharmacy drop box in the emergency department, and a new controlled substance box retrieved.

6. A paramedic on apparatus containing a Medvault will check controlled substances daily. The paramedic check will include documenting an inspection on the controlled substance inventory sheet.

7. If no paramedic is available within the station, apparatus drivers will indicate the Medvault was locked upon their inspection and document such findings on the DPW-4A. Station captains are responsible for ensuring the DPW -4A has a location on the form for such documentation.

8. Once a controlled substance box is open, the remainder of unused controlled substances will be returned to the pharmacy drop box with all documentation completed. In the event of “waste” an RN or paramedic needs to witness the waste and co-sign the documentation form.

9. Upon opening any controlled substance box and a discrepancy is discovered, a second individual needs to document the count of each medication along with the paramedic who made the discovery. When the controlled substance box is returned to the pharmacy drop box, the inventory sheet must clearly document the initial discrepancy, in addition to medications used, and the individual who confirmed the starting count must sign the appropriate section of the form. The paramedic will notify the EMS Division Chief and DPMA immediately following the discovery.

E. Audits

1. Internal audits and District #3 spot audits are performed randomly. Audit reports are available on the **Fire R: Drive – Emergency Medical Services – Controlled Substance Log** folder.

V. Responsibility:

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline

Revision History			
Revision Date	Section	Summary	Principal Author
12/17/2018		Initial Release of Document	DC Plante

