General Order

Department of Fire & EMS

G.O. **6-5-2023**

Subject: Controlled Substance Tracking

Date: June 23, 2023

Authority: Chief Michael W. Robinson, Director/*MWR*

Effective Immediately we will be switching to a paper-controlled substance tracking log until which time the Jot Form system is in place for all units. Below is sample of the form we will be using in all medic units, chase cars, or any other unit supplied with controlled substances.

Date	Fentanyl	Total Amount	Midazolam	Total Amount	Ketorolac	Total Amount	Amount Given	Amout Wasted	eMeds Inc. Number	Signature #1	Signature #2

Date – Use the given date
Fentanyl, Midazolam, Ketorolac – Used the tracking numbers from the issued cards.
Total Amount- is the total amount on unit for each medication
Amount Given – Amount administered to patient
Amount Wasted – Amount wasted from the vial or syringe used
eMeds Inc. number- eMeds incident number from the call you used the medication
Signature 1

a. Daily Checks – on coming ALS clinician
b. Medication used – ALS clinician using medication

Signature 2

a. Daily Checks – Off Going ALS clinician who was responsible for the medication the day prior
b. Medication Wasted – Nurse, Clinician, FD Officer, who ever witnessed the wasting of medication.