



TITLE

ORDERING AND DESTROYING CONTROLLED SUBSTANCES

SCOPE

Provincial: Emergency Medical Services

DOCUMENT #

PS-EMS-05-02

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Associate Executive Director, EMS Clinical Compliance
Training & Standards

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Controlled Drugs and Substances Policy (#PS-EMS-05)

SCHEDULED REVIEW DATE

October 3, 2019

NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To provide clear direction in a manner that is compliant with *Section 56 Class Exemption for Designated Administrators of Ambulance Operators in Alberta* as to how EMS services (both contract and direct delivery); place orders to purchase **controlled substances** and destroy **Unserviceable controlled substances**.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

ELEMENTS

1. Ordering Controlled Substances

- 1.1 Only EMS **Medical Directors** and **Designated Administrators** can order Controlled Substances for stock and supply purposes.
- 1.2 Medical Directors and Designated Administrators will order controlled substances from licensed pharmacy in Alberta or designated licensed dealers (examples; AHS pharmacies, community pharmacies or pharmaceutical distributors).

2. Destroying Unserviceable Controlled Substances

- 2.1 Destruction must be performed by a Designated Administrator and be witnessed by one of the following; a **Paramedic**; another Designated Administrator; or an EMS Medical Director.
- 2.2 When destroying the Unserviceable Controlled Substances, the following details must be recorded within the Controlled Substance Registry:
- a) Name of the EMS service
 - b) Date
 - c) Quantity and volume
 - d) Name of Unserviceable Controlled Substances, the strength and the formulation
 - e) Lot number and expiry date
 - f) Reason for destruction
 - g) Signatures of the persons who are conducting the destruction
- 2.3 Details of the destruction that are recorded within the Controlled Substance Registry must be retained for a minimum of 2 years. AHS direct delivery providers must follow the *AHS Records Retention Schedule*.
- 2.4 The following steps will be forwarded for the destruction of liquids:
- a) Confirm that the vial or ampoule matches what was approved as per the Controlled Drugs and Substances Destruction Request
 - b) Wear the appropriate Personal Protection Equipment
 - c) Break open the vials or ampoules into a bio hazard container
 - d) Denature the liquid by adding kitty litter or other absorbent material to the solution
 - e) Seal the biohazard container and dispose of in accordance to AHS or local EMS service practices
- 2.5 The following steps will be followed for the destruction of solids:
- a) Confirm that the medication matches what was approved as per the Controlled Drugs and Substances Destruction Request
 - b) Wear the appropriate Personal Protection Equipment
 - c) Mix a solution of soapy water into a biohazard container

- d) Remove tablets from packaging
- e) Place tablets in soapy water solution
- f) Ensure tablets dissolve
- g) Seal the biohazard container and dispose of in accordance to AHS or local EMS service

DEFINITIONS

Controlled Substances means a drug identified in the Controlled Drugs and Substances Act and is associated regulations as controlled or a scheduled drug.

Designated Administrator means a person (in the zone or service) who is in a managerial position and is ultimately responsible for ordering, transporting, storing and providing controlled substances for an ambulance operator licensed under the Alberta Emergency Health Services Act and the Emergency Health Services (Interim) Regulation.

Medical Director means a person, as defined in the Alberta Emergency Medical Technicians Regulation, who is a physician designated to provide medical control to paramedics, and is in a managerial position with ultimate responsibility for ordering, transporting, storing and providing controlled substances for an organization that provides emergency medical services in Alberta.

Paramedic means a person who is registered and entitled under the Alberta Health Disciplines Act and the Emergency Medical Technicians Regulation to practice as an Emergency Medical Technologist-Paramedic in that province (Alberta) and to administer controlled substances as part of the practice of paramedicine.

Unserviceable Controlled Substance means a drug product containing a controlled substance that is expired, contaminated or damaged, or any residual controlled substance remaining in a multi-dose vial. (These are stocked drug products and have not been directly associated with patient care).

REFERENCES

- Alberta Health Services Governance Documents:
 - *Controlled Drugs and Substances Policy* PS-EMS-05
 - *Managing Medications, Solutions and Medical Supplies Procedure* PS-EMS-05-01
- Non-Alberta Health Services Documents:
 - Section 56 Class Exemption for Designated Administrators of Ambulance *Operators in Alberta*

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