**16 DEPARTMENT OF PUBLIC SAFETY**

**163 BUREAU OF EMERGENCY MEDICAL SERVICES (MAINE EMS)**

**CHAPTER 6: DRUGS AND** **MEDICATIONS**

1. **GENERAL**
2. For the purpose of this Section, "drugs and medications" include only those substances used by Maine EMS licensed services and persons in the delivery of Emergency Medical Treatment, consistent with Maine EMS Protocols. Maine EMS will maintain a list of approved drugs and medications and will revise and publish the list when changes in protocol dictate.
3. The administration of drugs or medications to a patient shall be determined by applicable protocols and recorded on the Maine EMS run report.
4. A service authorized by Board license or permit to obtain, store and administer drugs or medications shall:
5. Operate consistent with these Rules except when an alternative system for the supply, storage, and logging of drugs and medications has been approved by a licensed pharmacist, by the service-level medical director or the regional medical director, and by Maine EMS. Under any such system, all drugs and medications shall be properly stored with provision for climate control.
6. Report any instances of missing controlled drugs or medications to Maine EMS within twenty-four (24) hours upon discovery. A full report of the service’s investigation of the missing drugs and any action the service may have taken regarding the incident must be sent to Maine EMS as soon as it is complete.
7. **STORAGE**
8. Drugs and medications must:

1. Be stored in packaging as dispensed and/or labeled by a pharmacy.
2. Be properly stored with provision for reasonable climate control.
3. All controlled substances must be secured in a storage box unless otherwise approved by the Board. The box must be secured with a one-time, pharmacy-type, numbered seal applied. The box must have a label attached indicating the name of the earliest expiring item and its expiration date.
4. Non-controlled substances may be stored outside a sealed container so long as they are accounted for in accordance with these rules.
5. A drug/medication log for each vehicle (or, in the case of a non-transporting service, for each drug box) must be kept by the service indicating:
6. Date the service received the storage box with new seals.
7. Seal numbers (old and new) whenever seal is broken and replaced.
8. Use and disposal of drugs/medications including applicable Maine EMS patient/run record number.
9. Legible signature and license number of persons making the log entry.
10. To ensure that drugs and medications have not expired or been tampered with, the integrity of the seal and the expiration date must be checked at least daily for scheduled drugs and weekly for nonscheduled drugs and recorded in the drug/medication log. Any service utilizing only one licensee authorized to treat with drugs and medications will ensure that this check of seal integrity is carried out by an authorized official of the service other than this licensee.
11. The drug/medication log will be checked at the annual service inspection, or as requested by the Board. Services shall maintain drug/medication logs for a minimum of 5 years.

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