



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: MEDICATION EXCHANGE

SECTION: EQUIPMENT

POLICY NUMBER: E-6

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JULY 2018

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PURPOSE:

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy on exchanging / replacing medications and equipment.

POLICY:

Medication Exchange / Replacement

1. Patient Transports to Hospital Emergency Department
 - a. CDHEMSS will replace medications used by CDHEMSS providers during patient care and transports to Central DuPage Hospital
 - b. All medications will be replaced on a 1:1 par level based on what was used, or drawn up during patient care.
 - i. Narcotics
 1. EMS providers shall bring the container in which the medications was packaged and any drawn but ungiven medications to an ER RN for proper exchange.
 - ii. Non-Narcotics
 1. EMS providers can replace medications with an ER RN or the ER EMS Medication Pyxis
2. Patient Transports to Hospital Unit other than Emergency Department
 - a. CDHEMSS will replace medications used by CDHEMSS providers during patient care and transports to Central DuPage Hospital
 - b. All medications will be replaced on a 1:1 par level based on what was used, or drawn up during patient care.
 - i. Narcotics / Non-Narcotics
 1. EMS providers shall bring the container in which the medications was packaged and any drawn but ungiven medications to the pharmacy for proper exchange.
3. Patient Refusals
 - a. CDHEMSS will replace medications used by CDHEMSS providers during patient care in which a refusal was later obtained
 - i. Narcotics
 1. EMS providers shall bring the container in which the medications was packaged and any drawn but ungiven medications to the pharmacy for proper exchange.

2. A “Medication Exchange Form” shall be completed and a copy of the PCR shall be brought with to pharmacy.
- ii. Non-Narcotics
 1. EMS provider shall complete a “Medication Exchange Form” and bring a copy of the PCR to the pharmacy for replacement.
4. New Vehicle
 - a. CDHEMSS will supply the CDHEMSS required medication par levels for a new vehicle within the CDHMES System.
 - i. Requests shall be made in writing to the CDHEMS System Coordinator 1 week in advance of requested inspection date.
 - ii. Non-For-Profit Providers
 1. CDHEMSS will supply the medications at no cost
 - iii. Private / For Profit Providers
 1. CDHEMSS may send the provider an invoice for the cost of the medications at fair market value.
5. Expiring Medications
 - a. CDHEMSS providers may replace medications within 45 days of expiring at the pharmacy.
 - i. Providers must bring medications they wish to exchange. No medication will be replaced without an expiring medication to “trade.”
6. Damaged Medications
 - a. CDHEMSS provider may replace medications that have been damaged, broken, or exposed to elements outside manufacture recommendations. All exchanges must take placed at CDH pharmacy.
 - i. Narcotics
 1. A “Narcotic Loss Form” shall be completed
 2. The damaged, broken or exposed container shall be brought to the pharmacy.
 - ii. Non-Narcotics
 1. A “Medication Exchange Form” shall be completed
 2. The damaged, broken or exposed container shall be brought to the pharmacy.
 - b. The agency, regardless of profit status may be invoiced for the medications replaced due to damage or exposure.

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