



Recording and Documenting Controlled Medications

PSTrax Controlled Substances Checks:

1. **Verify Daily Counts:** To be completed at the beginning of a shift change, or at any other time the PMIC of an ALS Unit changes, the oncoming PMIC must inspect the Controlled Medications on the ALS Unit. The Controlled Medications in the plastic box must be counted without removing the numbered Seal.

2. **Used/Removed – Administered:**
 - a. When a Controlled Medication has been administered to a patient
 - b. When a Controlled Medication has been drawn up to be administered to a patient but was not administered to a patient for some reason. This is to also be documented in the eMEDS report in the Drop-down medications section, Controlled medications section and Narrative. (Recorded as zero administered and total amount discarded with a note in the narrative as to why.)
 - c. When the seal (cap) on a Controlled Medication vial was broken in preparation to administer to a patient. (Medication to be drawn up and properly discarded)
 - d. Should be completed at the same time or before you complete your eMEDS report and you go back into service.

3. **Used/Removed – Broken:** To only be completed when a vial is physically broken.
 - a. Take a picture of the broken vial showing the vial number if possible and attach it to the “Used/Removed – Broken” entry in PSTrax.
 - i. Attachments, **Choose Files** button just above the signature box.

Note: 21-05AM Controlled Medications Use and Security. Section 7, g, 2. A Paramedic who breaks a vial, or accidentally removes the tamper-evident Seal from one of the vials, must contact the EMS Duty Officer immediately for appropriate investigation.

4. **CS Inventory:** To be completed if the Seal on the Box is broken to:
 - a. Verify counts, control numbers.
 - b. The seal is broken to prepare to administer a medication, but the cap/seal on the vial was not broken.
 - c. Seal on the box is broken for any other reason than to record a Used/Remove entry or being restocked by an EMS Duty Officer. (Transfer entry)