

American Township Fire Department			Standard Operating Guideline	
Section Equipment	Referral No. 3.10	Subject: Drug Exchange Procedures	Date Issued 11/03/2008	Date Revised

Drug Exchange Procedures

Inventory all units for expiring medications.

Pull the expiring medications, write down location of each medication and lot number.

If exchanging at SRMC

Call Donna Gratz at 419-226-9544 ask if it is ok to exchange that day and give a list of what you need.

Take all expiring medications to SRMC.

In the EMT room fill out a medication sheet for the medications from each station (make sure you use the sheet labeled for the appropriate station).

Go to the Pharmacy ask for Donna and she will make the exchange.

Before putting the medications back on the units write the lot number and expiration dates down.

Put the meds back on the units and seal them back up.

Using the notes you made prior to and after the exchange fill out the medication logs at Station 2 and where it asks the disposition put exchange down for the old meds and log in the new meds.

SRMC does have set days for medication exchange but Donna does not hold us to this as a favor due to our shifts and limiting the number of people who do the exchange. Also SRMC wants the meds as they are expiring not early.

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If Exchanging at LMH

After inventory ensure the medications are about 2-3 months prior to expiration. LMH likes to have the medications back prior to expiration.

Call Ellie Moore at 419-228-3335 to arrange for the exchange.

After the exchange write down the new lot numbers and expiration dates.

Put the medications back on the units and seal them back up.

Using the notes you made prior to and after the exchange fill out the medication logs at Station 2 and where it ask the disposition put exchange down for the old medications and log in the new medications

Signature: Thomas Hadding	Title: Chief	Page 2 of 2
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