Pharmacy Drug Box & IV Kit Exchange

1. Pharmacies operated within the member hospitals of the medical control authority participate in the medication exchange system established by this protocol.

2. The pharmacy is responsible for ensuring that re-stocked EMS drug boxes and IV kits are available to EMS units who bring in a used box for replacement. The Administrative Rules of the Michigan Board of Pharmacy (R 338.486(4)(c) require that "The pharmacist shall routinely inspect these medications and, after use, shall verify the contents and replace the medications as necessary".

3. The pharmacy is responsible for providing a secure environment for restocked drug boxes and IV kits awaiting pickup by an EMS unit and used boxes brought back for restocking.

4. Upon receiving a used box from an EMS service, the pharmacy will check to assure that the box is properly sealed and contains documentation of medication use, signed by a physician if a controlled substance was used, is in the box. The documentation will be checked, by the pharmacist, against the remaining contents of the box to assure accountability for all medications. The pharmacy will design a system whereby EMS units present appropriate documentation when replacing used IV kits.

5. The pharmacy will replace the used contents of the drug box and IV kits, and verify that all supplies and medications listed on the medical control authority drug box inventory form are present. The box will be sealed and secured.

6. The refilled drug box and IV kits will then be relabeled with a pharmacy label which contains, at a minimum:
   A. The hospital name
   B. The name or initials of the pharmacist checking the box
   C. The date the box was restocked and checked.
   D. The expiration date of the first drug to expire in the box (this date must be at least three months from the date the box is being restocked and checked).
   E. The tag number of the locks assigned to the box.

7. Drug box contents remain the property of the participating pharmacy. The box itself is owned by the entity (EMS or hospital) that purchased it and entered it into the system. The medical control authority will maintain a listing of the drug box numbers currently "in service", and will assign new drug box numbers, as needed.

8. The Director of Pharmacy at each participating hospital is responsible for assuring compliance with this policy.