



PROGRAM POLICY

NUMBER:	CLI 120
TITLE:	Ordering and Managing Controlled Substances
CATEGORY:	Clinical
APPROVED:	July 2009
VERSION:	1.1
AUTHORITY:	Program Director
LAST REVIEWED:	July 2023
LAST REVISION:	July 2023

References

- Document Retention Policy ADM 120, Regional Paramedic Program for Eastern Ontario
- *Regulated Health Professions Act, 1991*, Government of Ontario
- *Controlled Drugs and Substances Act (CDSA)*; Schedule I, II, III, IV, V, Government of Canada
- Section 56 Class Exemption for Primary Care Paramedics, Advanced Care Paramedics and Critical Care Paramedics in Ontario, Health Canada
- Section 56 Class Exemption for Designated Administrators of Ambulance Service Operators in Ontario, Health Canada
- Controlled Substances & Precursor Chemicals, Health Canada

Applicable Forms

Ambulance Call Report
Service-specific Controlled Drug Sheet
Health Canada 'Loss or Theft Report Form for Controlled Substances and Precursors'



Definitions

NOTE: for the purposes of this Policy only, definitions reflect the Controlled Drugs and Substances Act, S.C. 1996 and the Statement on Section 56 Class Exemption for Advanced Care Paramedics and Critical Care paramedics in Ontario.

Controlled Substance: a substance included in Schedule I, II, III, IV or V of the Controlled Drug and Substances Act.

Designated Administrator: a person who is in a managerial position and is responsible for ordering, transporting, storing, and providing controlled substances to affected paramedics for an ambulance operator certified under that Ambulance Act (Ontario).

Medical Director: a person who is defined as a Medical Director under the Ambulance Act (Ontario) and Ontario Regulation 257/00, and who is ultimately responsible for the activities conducted by paramedics with respect to controlled substances.

Unserviceable Controlled Substance: means a drug product containing a controlled substance that is expired, contaminated or damaged, or any residual controlled drug remaining in a multi-dose vial (i.e., waste).

Policy

The purpose of this policy is to standardize processes for ordering, auditing, management, and destruction of controlled substances.

This policy defines an efficient process that meets Health Canada Standards for accounting for controlled substances prescribed by the Regional Paramedic Program for Eastern Ontario (RPPEO).

Procedure

1. Prescriptions for all controlled substances can be issued to each Paramedic/EMS Service quarterly or more frequently as requested. A lead time of five (5) business days is required for processing prescriptions. Signed prescriptions will be filled by the Paramedic Service at their contracted pharmacy.
2. Paramedics administering controlled substances will document the use of controlled drugs as per Paramedic Service policy. Documentation will be on the Ambulance Call Report and Controlled Drug Sheet. All wastage must be witnessed by two people. The witness may be a Paramedic or a regulated health care professional at a hospital such as a RN, MD or Pharmacist.
3. Controlled substances will be secured and accounted for by the Paramedic/EMS Service. The Paramedic/EMS Service will be held accountable for auditing and recordings for all supply, usage, wastage, and expired/exchanged controlled drugs on an appropriate controlled drug sheet.
4. The Paramedic/EMS Service will notify the RPPEO immediately upon identification of any discrepancies in the auditing or regular count.
5. All expired narcotics will be returned to the contracted pharmacy for destruction in compliance with existing Health Canada regulations, and documented accordingly. If required, prescriptions will also be issued for the destruction of narcotics. A lead time of five (5) business days is required for processing prescriptions.
6. Other controlled substances may be returned to the contracted pharmacy or destroyed on site, and documented as outlined by existing Health Canada regulations.
7. The RPPEO will conduct on-site audits as deemed necessary by the Medical Director, or at the request of the Paramedic/EMS Service. A copy of any RPPEO controlled

substance audit will be sent to the applicable Paramedic/EMS Service.

8. All documents related to controlled substances will be filed and considered legal documents and must be kept for a minimum of the record year plus two (2) years. These documents are subject to auditing by RPPEO as the prescribing authority, or by regulatory agencies eg. Health Canada.

Revision Record

Version number	Revision Date	Summary of Changes
1.0	August 2016	Pre-existing 2015 version reviewed as baseline for new versioning system. Addition of Loss or Theft Report Form for Controlled Substances and Precursors form.
1.1	July 2023	Removed outdated hyperlinks; minor formatting