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Pharmacy and MCA: Medication and IV Supply Requirements

Roles

1. Pharmacies operated within the member hospitals, member Free Standing Emergency Departments, and member outpatient surgical centers of the medical control authority and participate in the medication exchange system established by this protocol are considered MCA participating pharmacies and shall be referred to as 'pharmacies' for this protocol.
2. The MCA participating pharmacy is responsible for ensuring that re-stocked EMS medication boxes (and if applicable, IV supplies) are available to EMS units 24/7 who bring a 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 Director of Pharmacy at each MCA participating pharmacy is responsible for assuring compliance with this protocol.

Responsibilities

1. Medication box refers to the boxes and additional packs (if MCA approved) that contain medications required to fulfill the care outlined in the MCA approved protocols.
 - a. All medications in approved protocols must be supplied in correct dosages, concentrations, and quantities to fulfill the MCA approved protocols.
 - b. All medications carried must have a corresponding protocol for use.
 - c. Medication boxes must be provided per licensure level, containing only medications that are MCA approved for that licensure level to administer
2. Medication box contents remain the property of the MCA participating pharmacy. The MCA participating pharmacy will manage their respective inventory for restocking medication boxes (and if applicable, IV supplies).
 - a. Unless addressed by approved protocol, all medications (including over the counter medications) must be obtained from an MCA recognized participating pharmacy.
 - b. Oral Glucose is the only medication an agency may own and supply
3. The medication box itself is owned by the entity that purchased it and entered it into the system (i.e., EMS agency, MCA, hospital, etc.).
4. The medical control authority will maintain a list of the medication box numbers currently "in service", and will assign new medication box numbers, as needed.
5. The pharmacy will include in each box an MCA approved document(s) that state the inventory of the box, allow for usage and waste documentation, and required signatures (narcotic administration, narcotic waste).
6. IV kits may be prepared and sealed by MCA participating pharmacies or by delegated agencies per MCA approved procedure.
7. The pharmacy will upon issuing or refilling a box assure the following are in place:

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- a. Label/Relabel the medication box/pack with a pharmacy label which contain, at minimum.
 - i. The hospital name
 - ii. The name or initials of the pharmacist checking the box
 - iii. The date the box was restocked and checked.
 - iv. The expiration date of the first medication to expire in the box (this date must be at least three months from the date the box is being restocked and checked).
 - v. The tag number of the locks assigned to the box.
 - b. Attach to the exterior of the box a notification regarding any changes to contents of the medication box that deviates from the standard inventory list of contents.
 - c. Assure the box is sealed and secured.
8. The contents of the medication box are subject to inspection at any time by the medical control authority and/or pharmacy.
9. A current schematic or inventory list of the medication box (including concentrations and quantities) shall be submitted to the MCA by the pharmacy.
The MCA is responsible for assuring that MDHHS has a current schematic or inventory list.
10. The pharmacy will be responsible for establishing requirements for EMS units to obtain or replace IV supplies (if applicable).
11. The pharmacy is responsible for providing a 24/7 accessible, secure environment for obtaining restocked medication boxes (and IV supplies if applicable) and returning of used medication boxes unless otherwise established by the MCA.
12. Upon receiving a used medication box from an EMS service, the pharmacy will:
 - a. Check to assure that the box is properly sealed and contains documentation that includes:
 - i. All medications used and/or wasted from the medication box (and IV supplies if applicable).
 - ii. Physician, PA or NP signature for controlled substances administered.
 - iii. Witness signature for controlled substance wasted
 - b. Replace the used contents of the medication box (including IV supplies if applicable) and verify that all supplies and medications listed on the medical control authority medication box inventory form are present.
13. If a discrepancy is found by the pharmacy, the pharmacy shall contact the agency with last possession of the medication box/pack and mutually resolve the discrepancy.
 - a. Upon resolution, the pharmacy shall submit a report to the medical control authority documenting the circumstances and resolution. A copy of the report will also be sent to the agency by the pharmacy.
 - b. Discrepancies that cannot be resolved between the pharmacy and agency will immediately be forwarded by the pharmacy to the medical control authority for investigation

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