Medication Administration

Information:

EMS providers preparing to administer medications in the out of hospital setting should review and/or recite the "6 Rights" prior to administering any medication to a patient. While all 6 elements are important, In the out of hospital setting, special attention should be paid to the right medication, right dose, and right route - as these are frequently the areas of error in the EMS environment. In addition, EMS providers should ensure the patient is informed as to what medications they are receiving and afford an opportunity for the patient to refuse. Lastly, documentation is essential so that medications administered in the out of hospital setting become part of the patient's clinical medical record. By following the "6 Rights" of medication administration, EMS providers will significantly decrease the potential and number of errors associated with medication administration.

Definitions:

I. Medication: Any pharmacological intervention used to treat, prevent, or reduce signs and symptoms of diseases, disorders, and/or traumatic injuries.

II. Medication administration routes include the following: Intramuscular, Intravenous, Intraosseous, Oral, Buccal, Rectal, Inhaled, and Subcutaneous.

Procedure:

I. Prior to the administration of any medication ensure the following are reviewed and/or verbalized by at least two providers – if available (checked, and double checked):
   A. 6 Rights of Medication Administration –
      1. Right Patient
      2. Right Dose
      3. Right Medication (including indication)
      4. Right Route
      5. Right Time
      6. Right Documentation (including response)

II. Calculating medications when given a dosage range and a per kg dose:
   A. Calculate weight in kilos and multiply by the prescribed dosage (e.g. - mg/kg)
   B. The resultant dose should be less than the maximum single dose.
      1. In adults, for ease of administration, doses may be rounded to the nearest whole number within the range for those calculated doses at or above 1 dosage unit, or to the nearest tenth for those below 1 dosage unit (examples: 1.2 mg rounded to 1 mg, and 0.26mg rounded to 0.3mg). That calculated and rounded dose may be given and repeated in timed intervals, as indicated for that medication, to the control of symptoms or maximum stated cumulative dose if symptom control is not previously achieved.
      2. For pediatric patients, utilize MI-MEDIC and a length-based tape for all medication calculations.

C. Pediatric patients will never be given a single or total dose that exceeds the maximum single or total adult dose.

III. Following administration of any medication
   A. Document all pertinent aspects of the medication administration including but not limited to medication name, dose, route, and time in an electronic patient care report.
   B. Obtain signature of prescriber (medical control physician or other qualified designee) per local medical control authority policy.

Intranasal Medication Administration:

Intranasal medication administration using an FDA approved and MCA authorized atomizing device as specified in applicable patient care protocols may be allowed for MFR per MCA selection.

MCA Approval for intranasal medication administration for MFR
- ○ Yes
- ◉ No

MCAs will be responsible for maintaining a roster MFR of the BLS agencies choosing to participate and will submit roster to MDHHS

Procedure:

1. Select desired medication and determine dose per applicable protocol.).
2. Draw up appropriate dose (volume) of medication plus an additional 0.1 mL to account for device dead space.
3. Attach atomizing device to syringe.
4. Use one hand to support back of patient's head as needed.
5. Place tip of atomizing device snuggly against nostril aiming slightly upward and outward. Administration angle should be approximately 45°.
6. Rapidly administer one half of the dose of medication, briskly pushing plunger.
7. Repeat with other nostril delivering the remaining volume of medication.
8. Use the highest concentration available for the medication.
9. Note: Maximal dose per nostril is 1 mL

Nebulized Medication Administration

Nebulized medication administration using an FDA approved and MCA authorized atomizing device as specified in applicable patient care protocols may be allowed for EMT per MCA selection.

MCA Approval for nebulized medication administration by EMT

(●) Yes
( ) No

MCAs will be responsible for maintaining a roster MFR of the BLS agencies choosing to participate and will submit roster to MDHHS

Procedure:

1. Obtain vital signs and auscultate lung sounds.
2. Select desired medication and determine dose per applicable protocol.).
3. Place the appropriate volume of medication in the lower half of the nebulizer unit. Then screw the upper half of the unit in place.
4. Attach the nebulizer to the base of the T piece. Then attach the mouthpiece to the T piece or connect neb chamber to NRB mask.
5. Attach one end of the oxygen tubing to the base of the nebulizer and the other end of the oxygen tubing to the oxygen source.
6. Set the **oxygen** liter flow at 6 L/min.
7. Instruct the patient to breathe normally through the mouthpiece, taking a deep inspiration every 4 or 5 breaths.
8. Continue the treatment until all the medication has been delivered through the nebulizer. You may need to gently tap the reservoir once or twice during the treatment to re-disperse the medication.
9. Obtain and record another complete set of vital signs and lung sounds after completion of the treatment.

Pediatric Considerations

1. Infants and small children may not be able to use adult mouthpiece and may need to use blow-by or pediatric mask

NOTES:
MCL 333.17754 Section 1(C)) An electronic signature or other identifier that specifically identifies and authenticates the prescriber or his or her agent.

Medication Substitution

Purpose:

This protocol allows for MCA to substitute medications during a time of shortage without having to enact emergency protocols within the MCA. This protocol does not replace or override any portion of the **Medication Shortage Procedure**. All procedures within that procedure must still be followed in regards to substitutions in concentration or medication.

Indications:

None of the medication options indicated in the MCA approved protocol are available.

Procedure:

1. Follow **Medication Shortage Procedure.**
2. Alternate concentrations are listed within this protocol for reference; these do not require a protocol change and are outlined in the **Medication Shortage Procedure.**
3. Notification and education of providers within the MCA should be done as soon as the substitution is known.
    a. It is the responsibility of the MCA to distribute information on the shortages and substitutions to agencies for distribution to providers.
    b. If a substitution is imminent, it is acceptable for an MCA to distribute information prior to the medication being substituted.
4. The MCA should notify the Division of EMS and Trauma if a substitution is suspected to last more than 60 days so that a more permanent protocol solution can be enacted.
5. All uses of substitute medications will be reviewed by PSRO for appropriateness.

Current Medication	Substitution
Amiodarone	Procainamide
Calcium Chloride	Calcium Gluconate
Diazepam	Lorazepam
Diphenhydramine	Famotidine Ranitidine Hydroxyzine
Fentanyl	Hydromorphone
Lidocaine	Procainamide
Midazolam	Lorazepam
Morphine	Hydromorphone
Ondansetron	Promethazine Compazine

Medication Shortage

A. Definitions:

1. ***Alternate Concentration*** – same medication, different concentration, while volume may change, the delivered dose remains unchanged, dilution may be required (*Epinephrine 1: 10,000 replaced using Epi 1: 1,000 with a 10mL diluent)*
2. ***Alternate Supplied Volume –*** same medication, same concentration, standard volume is unavailable, the delivered dose and volume remain the same *(Epi 1: 1,000, typically supplied in a 1mL vial replaced with Epi 1: 1,000 in a 10mL multi-dose vial due to shortage of the smaller vials)*
3. ***Alternate Supply/Type –*** same medication, standard supply type is unavailable (preloads vs. vials), dosing remains unchanged *(diphenhydramine 50mg/5mL preload is unavailable, replaced with diphenhydramine 50mg/5mL in a vial)*
4. ***Alternate Form*** – same medication, different route such that identical dosing does not yield the same systemic concentration or effect *(ondansetron 4mg vial unavailable, replaced with ondansetron 4mg ODT, option to repeat x 1 added to allow approximation of equivalent dosing)*
5. ***Alternate Medications*** – medication other than the standard approved medication which accomplishes an acceptably similar effect as the medication it replaces *(fentanyl 100mcg approved to replace morphine 10mg, dosing adjusted to obtain therapeutic equivalency)*
6. ***Missing Medication*** – standard medication which is unavailable *(amyl nitrite not available, acceptable alternative of Cyanokit is excessive in cost and size: alternate means to access treatment established – MEDDRUN)*
7. ***Outsourced medications – Repackaged by a 340B or 503 B medications in the same concentration and volume that have at least a 90 day expiration date.***

B. Criteria:

1. Participating pharmacies be it at the individual MCA or at a wider regional level, shall establish and maintain a listing of the standard medications and supplies contained in drug bags or boxes supplied to life support agencies for the purposes of treating patients.
2. Each participating pharmacy shall maintain a dated listing of alternative medications which are approved as substitutes or replacements for medications which are in shortage.
3. Due to the frequency of medication shortages and the need for alternative dosing or medication substitutions, each MCA shall develop and enact a medication cross-check procedure, to which EMS personnel will be held accountable as a means to avoid medication errors
4. Both the standard list and the alternate list (may be combined into a single document) shall be made readily available to system participants
5. The participating pharmacy shall enact policies/procedures which guide each of the following:
   A. Recognition of medication shortages and a means to report them

B. Pharmacy involvement in the investigation and designation of acceptable alternatives when shortages are identified
C. An organized process by which participant pharmacies will enact the replacement or substitution
D. A documented means of visually identifying when an alternative medication or dosing has been placed into an EMS drug bag or box, or when a medication is missing
    a. ***Alternate medications*** will be indicated by the placement of a sticker, tag or label on the outside of the bag or box; on the compartment where the alternate medication is located (if applicable) such that one inspecting the bag or box could easily recognize that the medication was included and what the missing medication it is intended to replace was. (Stickers GREEN or WHITE with GREEN)
    b. ***Missing medications*** will be signified by the placement of a sticker, tag or label on the outside of the bag or box, on the compartment where the missing medication would be located (if applicable) such that one inspecting the bag or box could easily recognize that the medication was missing and what the potential alternate medication was. (Stickers YELLOW or WHITE with YELLOW)
E. A method for dissemination of information related to changes made to the participating pharmacy drug bags or boxes with a means of accounting for receipt of the notifications at the agency/pharmacy levels

C. Selection of Alternative Medications:

1. Alternative concentrations, alternative supply/type and alternative supplied volume may be approved at the MCA/participating pharmacy level without a change to protocol provided that the standard and approved alternate medications are documented in the required lists, by effective date or date range.
2. Alternate form and alternate medications may be enacted as an emergency protocol according to statute and state approval, in the event of imminent shortage.
3. Non-standard medications, or those with no precedence of EMS use within Michigan must be submitted as new protocol submissions. The state may allow for expedited review in the event of imminent shortage of the medication being replaced.
4. If a missing medication will not be replaced, or an acceptable alternative is not found, a protocol or process should be developed or presented which addresses the potential inability to meet the existing protocol established standard of care.

D. Process:

1. A brightly colored ALTERNATE DOSE sticker/tag MUST be attached to the outside of the drug bag, box or narcotics box that lists the effected medication, the concentration of the substituted medication, the expiration date of the medication and the pharmacy name/date.
2. A brightly colored – MISSING MEDICATION sticker/tag must be placed on bags/boxes when a protocol medication is not available to stock in that bag/box.

3. A dosing/instruction card may be required to be included in the bag/box depending on the change.
4. Pharmacies experiencing shortages must provide notification of the need to utilize alternate dosing to the MCA , and receive MCA approval, prior to any change being implemented.
5. Drug bags, boxes or narcotics boxes with alternate dose medications/missing medications should have the medication replaced and the sticker/tag removed by pharmacy as soon as possible when the proper medication or concentration of medication is available.
6. Any additional equipment, which is needed to deliver the medication, must be included with the alternate dose.
7. EMS Agencies receiving notice of the utilization of alternate dosing, alternate medications or missing medications due to shortage must post the changes and ensure that all providers that may have cause to use the medications are made aware of the changes and are educated on proper use, risk and dosing of any new or replacement medication prior to their first potential exposure to the alternate dose or medication.
8. Any Special Instruction for a particular shortage will be communicated to all effected pharmacies and EMS services.

EMS: Medication and IV Supply Requirements

I. Emergency medical service vehicles will be equipped with medication boxes and IV kits or supplies consistent with their licensure level and protocols.

II. The contents of the medication boxes are subject to inspection at any time by participating hospital pharmacy staff or by the medical control authority.

III. Medication boxes will be prepared by MCA participating hospital pharmacies prior to each patient use see **Pharmacy: Medication and IV Supply Requirements Protocol**.
   A. All medications will be obtained from an MCA participating pharmacy.
      i. Oral glucose is the only medication that an agency may own and supply.
      ii. Agencies must have an MCA approved process in place for manufacture recalls.

IV. IV kits may be prepared and sealed by MCA participating pharmacies or by delegated agencies per MCA approved procedure.

V. Licensed EMS personnel will assure that a proper seal is in place on medication boxes

VI. The ambulance agency and licensed EMS personnel are responsible for the security of the medications and supplies.

VII. Medication boxes and IV supplies shall be locked and secured in the EMS vehicle, except when required for patient care. Each agency will have a MCA approved procedure in place to ensure controlled access to the medication boxes and IV supplies.

VIII. Licensed EMS personnel will include the following MCA approved documentation when returning medication boxes (and IV supplies if applicable) to a secure location for pharmacy exchange.
   A. All medications used and/or wasted from the medication box (and IV supplies if applicable)
   B. Physician, PA or NP signature for controlled substances administered.
   C. Witness signature for controlled substance waste
      i. Whenever controlled substances are used from a medication box, any unused or contaminated medication must be wasted in the presence of a witness that is a licensed healthcare professional that is authorized by the receiving facility to sign for wasted controlled substances.
   D. MCAs will determine procedures and requirements for EPCR signatures

IX. Opened syringes, needles, and any broken glass ampules will be properly disposed of and not left in the medication box. It is the responsibility of the licensed EMS personnel to clean any blood or body fluids from the inside of the medication box before it is returned to the pharmacy.

X. If EMS personnel or agency discover a discrepancy in medication box contents, they shall contact the last pharmacy which had possession of the box and mutually resolve the discrepancy.

A. Upon resolution, the agency shall submit a report to the medical control authority documenting the circumstances and the resolution. A copy of the report will also be sent to the pharmacy by the agency.

B. Discrepancies that cannot be resolved between the pharmacy and agency will immediately be forwarded to the medical control authority for investigation.

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:

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

Epinephrine Auto-Injector Procedure

Aliases: Epi-Pen ®

Purpose: To outline the use and resupply of epinephrine auto-injector/pediatric epinephrine auto-injector by authorized prehospital providers for life-threatening anaphylaxis and respiratory emergencies as outlined in applicable treatment protocols Providers must be licensed at or above the Emergency Medical Technician level unless otherwise specified by MCA selection. .

MCA Approval of **Epinephrine Auto-injector** for Select MFR Agencies

◉ YES ○ NO

MCAs will be responsible for maintaining a roster of the agencies choosing to participate and will submit roster to MDHHS

1. **Indications**
   - A. Life-threatening allergic/anaphylactic and respiratory emergencies
   - B. Use is outlined in applicable treatment protocol
2. **Contraindications**
   - A. No absolute contraindications to life-threatening allergic/anaphylactic emergencies as described in applicable treatment protocols.
3. **Cautions**
   - A. Use with caution in patients with heart disease, high blood pressure, and stroke.
   -  B. Contact Medical Control if child appears to weigh less than 10 kg (approx. 20 lbs.) prior to administration if possible.
4. **Technique**
   - A. **Epinephrine auto-injector** is an auto-injector that injects medication into the intramuscular tissue when the device is pushed against the skin. Injection is to be done at the anterolateral portion of the thigh.
   - B. Dosing:
     - i. **Epinephrine auto-injector** (0.3 mg) is used for patients weighing over 30 kg (approx. 60 lbs.)
     - ii. **Pediatric epinephrine auto-injector** (0.15 mg) is used for patients weighing between 10-30 kg (approx.20-60 lbs.)
     -  iii. Contact Medical Control if child appears to weigh less than 10 kg (approx. 20 lbs.), prior to **pediatric epinephrine auto-injector** administration, if possible
   - C. Instructions for use are pictured on the side of each auto-injector.
   - D. The auto-injector must be held in place for ten (10) seconds once the needle injects into the thigh.

5. **Documentation**
   A. EMS providers will document any changes in the patient's condition and report those changes to on-line medical control.
   B. Complete the Epinephrine Auto-injector Utilization Form as required by MCA.
6. **Accountability**
   A. **Epinephrine auto-injectors** will be stored in a secured compartment in a temperature-controlled area of the EMS vehicle.
   B. **Epinephrine auto-injectors** must be restocked at the pharmacy or through other Medical Control approved process in conformity with current pharmacy laws and the public health code. Utilization forms must be completed for each use.

Epinephrine auto-injector Utilization Form
(To be used by Hospital)

Drug	Standard	Quantity	Count	Exp. Date
Epinephrine auto-injector	0.3 mg	1	_____	_____
Pediatric Epinephrine auto-injector	0.15 mg	1	_____	_____

Run Date _____

Patient Name _____

Physician _____

EMT or MFR _____

Receiving Hospital _____