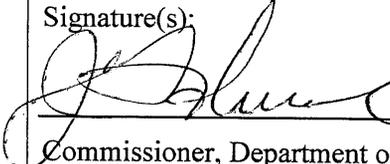




Ottilee W. Lundgren Mobile Field Hospital

Hospital Logistics Manual

Title: <b>Pharmaceutical Policy</b>	Policy #: MFH07-03
Date of Origination: <i>August 24, 2006</i> Document Status: <i>Approved</i> Date Approved: <i>June 8, 2007</i> Date Last Reviewed/Revised : April 3, 2007	Signature(s):  Commissioner, Department of Public Health Subject Matter Expert: <b>John Gadea, Director of Drug Control</b>

- I. **Purpose:** In the event the Ottilee W. Lundgren Memorial Field Hospital (MFH) is deployed to support medical surge capacity or emergency response efforts, it will be necessary to procure, maintain, and dispense medications essential to patient care services provided from within the facility. This policy is intended to establish procedures, which ensure the health and safety of the MFH patients.
- II. **Policy:** When fully intact and operational as a patient care facility, it is the policy of the MFH to execute procedures for handling and distribution of controlled and non-controlled drug procedures that are designed to comply with state and federal regulations.
- III. **Responsibilities and Authority:** The Connecticut Department of Public Health's Branch Chief for the Office of Public Health Preparedness is responsible for the development of procedures for handling, distribution, and execution of drug control mechanisms within the guidelines of this policy. Ultimate responsibility and authority for the appropriate handling and distribution of medications lie with the Commissioner, State of Connecticut Department of Public Health.

**IV. Procedure:** Procurement of drug supplies, medication handling and storage will include the following:

- a. Agreements between an authorized source and the MFH which may be made prior to deployment and may include but not be limited to:
  - i. Provision by an authorized source of a medication cache, which may include oral, topical, inhalant and injectable medication;
  - ii. Fluctuating medication supply par based on MFH operational function and patient care needs;
  - iii. Updated contact information for both the providing authorized source and the MFH.
- b. Authorization of the MFH Medical Director and his/her designee to receive and transport drug supplies.
- c. Compliance of proper documentation of drug handling and use will be the responsibility of the Medical Director and may include but not be limited to:
  - i. Receipt of medication cache from an authorized source to the MFH;
  - ii. Return of unused medication cache to authorized receiver from MFH;
  - iii. Medication administration records;
  - iv. Medication accountability via proof of use sheets.
- d. Proper storage of medications shall be in compliance with Connecticut Comprehensive Drug Laws and Regulations, which may include but not be limited to:
  - i. The central supply of controlled drugs will be stored in a lockable storage area, fixed cabinet or case and will be accessible by key to designated, authorized MFH personnel only in accordance with section 21a-262-2 of the Regulations of Connecticut State Agencies. When available, the DPH Command Trailer will house the secured cabinet or case. The DPH box trucks will serve as an alternative to the Command Trailer in housing the secured cabinet or case.
  - ii. Non-controlled medications will be secured in lockable medication cabinets and will be accessible to only to authorized MFH personnel.

{ Updated: November 30, 2006 }

{ Updated: April 3, 2007 }