

BODEGA BAY FIRE PROTECTION DISTRICT  
***STANDARD OPERATING GUIDELINES***

WRITTEN BY: LEVY

APPROVED BY: 

NUMBER: 38

SUBJECT: CONTROLLED SUBSTANCE LOG

DATE: 18Sept 10

The logs are used for the daily documentation of the Controlled Substances stored on the Ambulances and Fire Engine.

At the change of shift or whenever relieved of duty, the off-going paramedic will pass the responsibility for the controlled substances to the on-coming paramedic.

The daily inventory of Morphine and Versed will be checked by the oncoming paramedic. The inventories will be entered into the appropriate "Controlled Substances Log." These logs will be kept in the locked cabinets with the Controlled Substances.

List the current inventory in the "count" column. The on-coming paramedic must sign his/her name or initials and print his/her last name in the "Medic" column.

If there is a discrepancy with the daily count, immediately notify your Company Officer.