

**Southeast Michigan Regional Policy**  
**Medication Exchange and Replacement Procedure for Oakland, Macomb, Detroit**  
**East, HEMS, Monroe, St. Clair, Lapeer, Washtenaw/Livingston Medical Control**  
**Authorities Version April 2, 2024**  
**Medication Section Addendum**

Initial Date: 4/2/2024

Section 9.6.1

Revised Date:

MEDICATION BOX CONTENTS DRUG/ITEM	CONCENTRATION	PACKAGING	QUANTITY
Acetaminophen	650 mg/20.3 mL	Unit Dose Cup	1
Adenosine	6 mg/2 mL	2 mL Vial/Syringe	3
Albuterol	2.5 mg/3 mL	3 mL Vial - UD	6
Amiodarone	150 mg/3 mL	Amp/Vial	3
Aspirin	81 mg/tablet	BT/UD – chewable	1 BT or 4 UD tabs
Atropine	1 mg/10 mL	10 mL Syringe	3
Calcium Chloride	1 g/10 mL	10 mL Syringe	2
Ceftriaxone	2gm vial	2gm vial	1
Dextrose 50%	25 g/50 mL	50 mL Syringe	1
Diphenhydramine	50 mg/1 mL	1 mL Vial	2
Epinephrine	1 mg/1 mL	1 mL Amp/ Vial	2
Epinephrine	1 mg/10 mL	10 mL Syringe	7
Fentanyl	50 mcg/mL	2 mL Vial/Amp	3
Ipratropium Bromide	0.02%	2.5 mL Vial - UD	2
Ketamine	100mg/ml	5ml Vial	1
Ketorolac	15mg/ml	1ml Vial	1
Lidocaine	100 mg/5 mL	5 mL Syringe	3
Magnesium Sulfate	1 g/2 mL	Amp/Vial	4
Methylprednisolone	125 mg	Vial	1
Midazolam	5 mg/1 mL	1 mL Vial	4
Morphine	10 mg/1 mL	1 mL Amp/Vial	2
Naloxone	2 mg/2 mL or 0.4 mg/mL	4 x 2 mL Syringe or 2 x 10 mL Vial	Total = 8mg
Nitroglycerin	0.4 mg/tab	Bottle	1
Ondansetron	2 mg/mL	2 mL Vial	2
Ondansetron ODT	4mg	Tablet	2
Prednisone	50 mg tab	50 mg Tab	1
Racepinephrine 2.25% with 3 mL NS	11.25 mg/0.5 mL	0.5 mL Vial	1
Sodium Bicarbonate	50 mEq/50 mL	50 mL Syringe	2
Sodium Chloride	0.9%	100 mL Bag	1
Sodium Chloride	0.9% Preservative Free	20-30 mL Vial or 10 mL syringes	1 2
Tranexamic Acid (TXA)	100mg/ml	10 ml Vial	1
Alcohol Pad			12
Incident Report Form			1
IV Additive Labels			3
IV Tubing with Y Site Pre-pierced Reseal	60 drops/mL(mini drip)		2
Nebulizer			1
Blunt Cannula	18 G x 1 inch		5
Filter Needle	18-21 G		3
Intranasal Mucosal Atomization Device			1
Syringe	20 mL		1
Syringe	10 mL		5
Syringe with needle/Luer Lock	1 mL		5
Syringe with needle	3 mL – 21/22 G x 1.5 inch		5
Oral Liquid Syringe	10 ml		1
Needle	18 G x 1.5 inch		3
Pediatric Needle	25 G x 1 inch		2
Red Lock			1
Replacement Form			1
Three or Four-Way Stopcock			1

# SEM/EMS MEDICATION BOX CONTENTS AND SCHEMATIC

## Top Shelf

<p><b><u>Acetaminophen</u></b> 650 mg/ 20.3 mL Unit dose cup X 1</p>		<p><b><u>Sodium Chloride 0.9%</u></b> Preservative Free (1) 20 – 30 mL Vial or (2) 10 mL prefilled syringe</p>		<p><b><u>Misc. Supplies</u></b> Alcohol Pad – x 12 Blunt Cannula (18 G x 1 inch) – x 5 Filter Needle 18 – 21 G – x 3 IV Additive Labels x 3 Needle (18 G x 1.5 inch) – x 3 Pediatric Needle (25 G x 1 inch) x 2 Three or Four Way Stopcock x 1 Red Lock x 1</p>	
<p><b><u>Magnesium Sulfate</u></b> 1 g/ 2 mL Amp/ Vial X 4</p>		<p><b><u>Naloxone</u></b> 2mg/ 2ml Syringe x 2(+ 2 below)</p>			
		<p><b><u>Naloxone</u></b> 2 mg/ 2 mL or 0.4 mg/ mL 4 x 2 mL Syringe or 2 x 10 mL Vial Total = 8 mg <b><u>Intranasal Mucosal Atomization Device</u></b> - x 1</p>			
<p><b><u>Amiodarone</u></b> 150 mg/ 3 mL Amp/ Vial X 3</p>	<p><b><u>Adenosine</u></b> 6 mg/ 2 mL 2 mL Vial/Syringe X 3</p>	<p><b><u>Epinephrine</u></b> 1mg/ 1 mL Amp/ Vial X 2</p>	<p><b><u>Diphenhydramine</u></b> 50 mg/ 1 mL 1 mL Vial X 2</p>	<p><b><u>Aspirin 81 mg Chewable Tablet</u></b> X 1 Bottle OR 4 UD Tabs <b><u>Nitroglycerin</u></b> 0.4 mg/ Tab Bottle X 1</p>	<p><b><u>Ondansetron</u></b> 2 mg/ mL 2 mL Vial X 2</p> <p><b><u>Ondansetron</u></b> 4mg ODT 2 Tabs</p>
		<p><b><u>Tranexamic Acid 100mg/ml</u></b> 1 x 10ml vial</p>			

## Middle Shelf

<p><b><u>Controlled Substances</u></b> <b><u>Fentanyl</u></b> 50 mcg/ mL – 2 mL Vial/Amp x 3 <b><u>Midazolam</u></b> 5 mg/ 1 mL- 1 mL Vial x 4 <b><u>Morphine</u></b> 10 mg/ 1 mL- 1 mL Vial/Amp x 2 <b><u>Ketamine</u></b> 100mg/ml 5ml Vial x 1</p>	<p><b><u>Methylprednisolone</u></b> 125 mg/ Vial X 1</p> <p><b><u>Prednisone</u></b> 50 mg Tablet X 1</p> <p>Ceftriaxone 2gm vial X 1</p>	<p><b><u>Ipratropium Bromide 0.02 %</u></b> 2.5 mL Vial – UD X 2</p> <p><b><u>Ketorolac</u></b> 15mg/ml Vial X 1</p>	<p><b><u>Albuterol</u></b> 2.5 mg/ 3 mL 3 mL Vial – UD X 6</p>	<p><b><u>Nebulizer</u></b> X 1</p> <p><b><u>Racpinephrine</u></b> 2.25 % 11.25 mg/ 0.5 mL 0.5 mL Vial X 1 3 mL NS X 1</p>
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## Bottom Shelf

<p><b><u>Bag of Syringes</u></b> Syringe (With needle/ Luer Lock) – 1 mL x 5 Syringe 3 mL (21/ 22 G x 1.5 inch) – 3 mL x 5 Syringe – 10 mL x 5 Syringe – 20 mL x 1</p> <p><b><u>Lidocaine</u></b> 100 mg/ 5 mL – 5 mL Syringe x 3</p> <p><b><u>Calcium Chloride</u></b> 1 g/ 10 mL – 10 mL Syringe x 2</p> <p><b><u>Atropine</u></b> 1 mg/ 10 mL – 10 mL Syringe x 3</p> <p><b><u>Sodium Chloride</u></b> 0.9 % - 100 mL Bag x 1</p>	<p><b><u>Sodium Bicarbonate</u></b> 50 mEq/ 50 mL – 50 mL Syringe x 2</p> <p><b><u>Dextrose 50%</u></b> 25 g/ 50 mL – 50 mL Syringe x 1</p>	<p><b><u>Epinephrine</u></b> 1 mg/ 10 mL – 10 mL Syringe x 7</p> <p>IV Tubing With Y Site Pre-pierced Reseal - 60 drops/mL (mini drip) x 2</p> <p><b><u>Forms</u></b> Replacement/ Schematic/ Incident- Discrepancy</p>
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## SEM/EMS ACCESSORY PACK (A-PACK) CONTENTS

**Version April 2, 2024** (Discard all previous versions) Needleless stock only!

DRUG/ITEM	CONCENTRATION	PACKAGING	QUANTITY
Albuterol	2.5 mg/ 3 mL	3 mL Vial – UD	6
Aspirin	81 mg/Chewable tablet	UD Tabs	4
Dextrose 50%	25 g/50 mL	50 mL Syringe	1
Intranasal Mucosal Atomization Device			1
Ipratropium Bromide (in baggie)	0.02%	2.5 mL Vial – UD	1
Naloxone	2 mg/2 mL or 0.4 mg/mL	2x2 mL Syringe or 1x10 mL Vial	Total = 4 mg
Nitroglycerin	0.4 mg/ Tab	Bottle	1
Nebulizer			1
Ondansetron	2 mg/ mL	2 mL Vial	2
Ondansetron ODT	4mg	Tablet	2
Prednisone	50 mg tab	50 mg Tab	1
Blunt Cannula	18 G – 1 inch		2
Syringe 3 mL with needle	21/22 G x 1.5 inch needle		2
Red Lock			1
Replacement Form			1
Incident Report Form			1
Three or Four-Way Stopcock			1

### SEM/EMS ACCESSORY PACK (A-PACK) SCHEMATIC

**Green Lock through zipper and eyelet**

(Place behind Albuterol on this side) Dextrose 50% 50 mL Syringe 25 gm/ 50 mL (1)	Nebulizer (1) (Place on this side)	(Elastic Holder) Nitroglycerin 0.4 mg/ Tab (1) bottle
(Inside Front Pocket)  Albuterol                      Blunt Cannula 2.5 mg/ 3 mL                  18 G x 1 inch (2) Vial UD (6)	Incident Report Form (1)  Replacement Form (1)  (Folded in half and placed along inside back of A-Pack)	
Prednisone (In baggie) (1)	Ipratropium Bromide 0.02% Vial	
	Naloxone 2 mg/ 2 mL or 0.4 mg/ mL 2 x 2 mL Syringe 1 x 10 mL Vial Total = 4 mg	50 mg Tab UD (1)
Aspirin 81 mg Tab UD Chewable (4)	(Inside Front Pocket)  Yellow Pharmacy Label	Three or Four-Way Stopcock (1)
	Syringe 3 mL with 21 G x 1.5 inch needle (2)	Red Lock (1)
Intranasal Mucosal Atomization Device (1)	Ondansetron 2 mg/ mL - 2 mL vial (2)	Ondansetron ODT 4mg 2 Tablets

If there is any discrepancy with the contents of this Medication Box or A-Pack, this form **MUST** be filled out by the person(s)

## SEM/EMS MEDICATION BOX/PACK INCIDENT/DISCREPANCY FORM

discover the discrepancy. **The participating hospital pharmacist is to be notified immediately if controlled substance(s) are involved in a discrepancy.** The pharmacy must send the form and any supporting documentation to **THE PARTICIPATING MEDICAL CONTROL AUTHORITY WHERE THE INCIDENT/DISCREPANCY OCCURRED.**  
 April 2 2024 (Discard all previous versions)

EMS Agency or Hospital Name:		Date Discovered:	
Reporting Individual(s) Name(s):			
Witness to Discrepancy:			
<b>TYPE</b>			
<input type="checkbox"/> EMS MEDICATION BOX	<b>BOX OR PACK #</b>	<b>RED SEAL #</b>	<b>GREEN SEAL #</b>
<input type="checkbox"/> A-PACK			
<input type="checkbox"/> OTHER			
<b>RESTOCKING INFORMATION</b>		<b>RECEIVING INFORMATION</b>	
Date Last Restocked:		Receiving Hospital:	
Restocking Hospital:		Receiving Pharmacist:	
Phone #		Phone #	
<b>PLEASE INDICATE THE NATURE OF THE ISSUE</b>			
<input type="checkbox"/> CONTROLLED SUBSTANCE DISCREPANCY (MUST COMPLETED SECTION BELOW)			
<input type="checkbox"/> DAMAGED MEDICATION CONTAINER			
<input type="checkbox"/> STOCKING ISSUE (MED/SUPPLY)			
<input type="checkbox"/> CLEANING ISSUE			
<input type="checkbox"/> DAMAGED EMS MEDICATION BOX/A-PACK			
<input type="checkbox"/> OTHER			
<b>EMS RUN INFORMATION</b>			
<b>MEDICATION</b>	<b>DESCRIPTION STRENGTH/SIZE/VOLUME</b>	<b>QUANTITY # OF VIALS/AMPS</b>	<b>DISCREPANCY MISSING/BROKEN</b>
<input type="checkbox"/> Fentanyl			
<input type="checkbox"/> Morphine			
<input type="checkbox"/> Midazolam			
<input type="checkbox"/> Naloxone			
<input type="checkbox"/> Ketamine			
<b>EMS AGENCY</b>	<b>UNIT #</b>	<b>RUN #</b>	<b>MCA</b>
<b>ADDITIONAL INFORMATION REGARDING MEDICATION BOX/PACK INCIDENT/DISCREPANCY</b>			

This document can be faxed/mailed to the appropriate MCA: **Detroit East** [info@demca.org](mailto:info@demca.org); **Genesee** 810-262-2556; **HEMS** [mail@hems.org](mailto:mail@hems.org) or 734-727-7281; **Lapeer** 810-664-0681; **Macomb** [ems@mcemsmca.org](mailto:ems@mcemsmca.org); **Monroe** [Joella.Cousino@ProMedica.org](mailto:Joella.Cousino@ProMedica.org); **Oakland** [ems@ocmca.org](mailto:ems@ocmca.org); **St. Clair** 810-985-3012; **Washtenaw/Livingston** [WashtenawLivingstonMCA@washtenaw.org](mailto:WashtenawLivingstonMCA@washtenaw.org)

## **SOUTHEAST MICHIGAN (SEM) REGIONAL**

### **MEDICATION BOX/A-PACK AND IV EXCHANGE PROCEDURES**

#### **PLEASE POST IN ALL MEDICATION EXCHANGE AREAS**

- STEP 1:** EMS Personnel must complete a SEM Med Box/A-Pack/IV Supply Use/Replacement Form and/or the SEM IV Supply Use/Replacement Form (EMS Run Report – Genesee County MCA). All information must be complete. Used Medication Boxes/A-Packs must be cleared of contaminated items, cleaned, and sealed appropriately.
- STEP 2:** Hospital staff reviews form for completeness and receiving prescriber signature (only required for cases in which controlled substances are used). Staff unlocks cabinet and allows removal of appropriate supplies. Both EMS personnel and hospital staff complete the Medication Box/A-Pack and IV Supply Exchange Log. Both EMS and hospital staff ensure that the correct Medication Box/A-Pack numbers are recorded.
- STEP 3:** The original copy of the SEM Medication Box/A-Pack/IV Supply Use/Replacement Form shall be left in the MCA cabinet. Because the hospital staff person must review the documentation form, it may not be able to be placed in the Medication Box/A-Pack before it is sealed. It will be necessary for the pharmacist to collect all separated Documentation Logs that are stored in the cabinet, when restocking drug boxes.
- STEP 4:** The MCA cabinet must be re-locked when the exchange is complete.

#### **THESE PROCEDURES ALSO APPLY WHEN ONLY AN IV FLUID/SUPPLY EXCHANGE IS COMPLETED.**

NOTE: Receiving Prescriber: Physician, P.A., N.P



**SEM MED BOX/A-PACK SUPPLY USE/REPLACEMENT FORM Version April 2, 2024**

**AGENCY:** \_\_\_\_\_ **HOSPITAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**UNIT #:** \_\_\_\_\_ **INCIDENT #:** \_\_\_\_\_ **EMS CREW (Names):** \_\_\_\_\_

**Patient Name:** \_\_\_\_\_ **Patient DOB:** \_\_\_\_\_

MEDICATION	UNIT/SIZE	QNTY	USED	NOTE
Acetaminophen 650 mg/20.3 mL 10 ml oral syringe in bag	Unit dose cup	1		
Adenosine 6 mg/2 mL	Vial/Syringe 2 mL	3		
Albuterol 2.5 mg/3 mL*	Vial – UD 3 mL A-Pack	6 6		
Amiodarone 150 mg/3 mL	Amp/Vial	3		
Aspirin 81 mg chewable tablets*	X 1 Bottle or 4 UD Tabs A-Pack	1 4		
Atropine 1mg/10 mL	Syringe 10 mL	3		
Calcium Chloride 1 g/10 mL	Syringe 10 mL	2		
Ceftriaxone 2gm	2gm vial	1		
Dextrose 50% 25 g/50 mL*	Syringe 50 mL A-Pack	1 1		
Diphenhydramine (Benadryl) 50 mg/1 mL	Vial 1 mL	2		
Epinephrine 1 mg/1 mL	Amp/Vial 1 mL	2		
Epinephrine 1 mg/10 mL	Syringe 10 mL	7		
Ipratropium Bromide 0.02% (In Baggie)*	2.5 mL Vial – UD A-Pack	2 1		
Ketorolac 15mg	1ml Vial	1		
Lidocaine 100 mg/5 mL	Syringe 5 mL	3		
Magnesium Sulfate 1 g/2 mL	Amp/Vial	4		
Methylprednisolone 125 mg	Vial	1		
Naloxone* 2 mg/2 mL or 0.4 mg/mL Drug Box	4 x 2 mL Syringe or 2 x 10 mL Vial Total = 8 mg	4 2		
Nitroglycerin* 0.4 mg/tab	Bottle A-Pack	1 1		
Ondansetron 2 mg/mL*	2 mL vial	2		
Ondansetron 4mg ODT*	4mg tab	2		
Prednisone 50 mg tab*	50 mg. tab A-Pack	1 1		
Racepinephrine 2.25% 11.25 mg/0.5 mL	0.5 mL Vial & 3mL NS	1		
Sodium Bicarbonate 50 mEq/50 mL	Syringe 50 mL	2		
Sodium Chloride 0.9% (Preservative free)	Vial 20-30 mL or 10mL syringe	1 2		
Sodium Chloride 0.9%	Bag 100 mL	1		
Tranexamic Acid (TXA) 100mg/ml	10ml vial	1		
CONTROLLED SUBSTANCES	UNIT/SIZE	QTY/DOSE	DOSE GIVEN	DOSE WASTED
Fentanyl 50 mcg/ mL	Vial/Amp 2 mL	3		
Midazolam 5 mg/1 mL	Vial 1 mL	4		
Morphine 10 mg/1 mL	Vial/Amp 1 mL	2		
Ketamine 100mg/ml	Vial 5ml	1		

MISCELLANEOUS	UNIT/SIZE	QNTY	USED	NOTE
Alcohol Pads		12		
Incident Report Form*	A-Pack	1 Each		
IV Additive Labels		3		
IV Tubing 60 drops/mL (Minidrip) with Y Site Pre-Pierced Reseal		2		
Nebulizer*	A-Pack	1 Each		
Blunt Cannula 18 g – 1 inch *	18 G x 1 inch A-Pack	5 2		
Filter Needle	18-21 G	3		
Intranasal Mucosal Atomization Device*	A-Pack	1 Each		
Red Lock*	A-Pack	1 Each		
Replacement Form*	A-Pack	1		
Syringe 1mL (With needle/Luer Lock)	Syringe 1 mL	5		
Syringe 10 mL	Syringe 10 mL	5		
Syringe 20 mL	Syringe 20 mL	1		
Needle	18 G x 1.5 inch	3		
Pediatric Needle	25 G x 1 inch	2		
3 or 4-Way Stopcock*		1 Each		
Syringe w/ needle 3 mL– 21/22 G x 1.5 inch*	Syringe 3 mL A-Pack	5 2		

**Replacing Hospital:** \_\_\_\_\_

**MCA Medical Director's Name or post radio ordering physician:** \_\_\_\_\_

**(Controlled Substance use only) PRINT NAME**

**Date:** \_\_\_\_\_

**PARAMEDIC'S STATEMENT**

SEM EMS Medication Box number \_\_\_\_\_ has been opened and the above noted medication(s) used as prescribed. I accept pharmacy sealed SEM EMS Medication Box Number \_\_\_\_\_ sealed with breakaway tag number \_\_\_\_\_

**Paramedic Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RECEIVING PHARMACIST'S STATEMENT for RETURNED BOX**

The controlled substance (C.S.) contents of the SEM EMS Medication Box number \_\_\_\_\_ has been reviewed. The Supply Use/Replacement form reflects the C.S. contents missing have been documented as administered by the Paramedic returning the box, C.S. contents not documented as administered are in the box in the correct concentration, dosage form, volume, and quantity per Medical Control Authority policy.

Name of Pharmacist on the Seal: \_\_\_\_\_

Name (Print)/Sig. of Receiving Pharmacist: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Hospital:** \_\_\_\_\_

**Documentation of Controlled Substance Waste (Please Print)**

**Witness:** \_\_\_\_\_ **Medic:** \_\_\_\_\_

**Needleless stock only!**\* Items in both Medication Box and A-Pack

MCA Name: Oakland County MCA

MCA Board Approval Date: 4/12/2024

MCA Implementation Date: 7/1/2024

Discard all previous versions – Needleless stock only! – Version April 2, 2024

**SEM A-PACK SUPPLY USE/REPLACEMENT FORM**

**Date:** \_\_\_\_\_ **Agency Name:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_ **Inc. #:** \_\_\_\_\_

**Crew Names:** \_\_\_\_\_

**Replacing Hospital:** \_\_\_\_\_

MEDICATION	UNIT/SIZE	QNT Y	USE D
Albuterol 2.5 mg/ 3 mL	Vial – UD 3 mL	6	
Aspirin 81 mg tablets	Chewable UD Tablets	4	
Dextrose 50% 25 g/50 mL	Syringe 50 mL	1	
Ipratropium Bromide 0.02% (In Baggie)	2.5 mL Vial – UD	1	
Naloxone 2 mg/2 mL or 0.4 mg/mL	2 x 2 mL Syringe or 1 x 10 mL Vial	4 mg	
Nitroglycerin 0.4 mg/tab	Bottle	1	
Ondansetron 2 mg/mL	2 mL Vial	2	
Ondansetron ODT	4mg Tablet	2	
Prednisone	50 mg Tablet	1	
Nebulizer		1	
Blunt Cannula	18 G x1 inch	2	
Intranasal Mucosal Atomization Device		1	
Syringe w/needle 3 mL x 21/22 G x 1.5 inch	Syringe 3 mL	2	
3 or 4-Way Stopcock		1	
Red Lock		1	
Replacement/Incident	Forms	1ea	

**Paramedic's Statement**

**SEM EMS A-Pack # \_\_\_\_\_ has been opened and the noted medication(s) used as prescribed. I accept pharmacy sealed SEM EMS A-Pack # \_\_\_\_\_ sealed with breakaway # \_\_\_\_\_.**

**Patient Name:** \_\_\_\_\_

**Patient DOB:** \_\_\_\_\_

**Paramedic Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Replacing Pharmacist's Statement**

**The medication(s) in the sealed SEM EMS A-Pack # \_\_\_\_\_ has been distributed according to the Medication/Use and Replacement Policy of the participating MCA. All Medications are in the correct concentration, dosage, form, volume, amount, and not expired.**

**Signature of Replacing Pharmacist:** \_\_\_\_\_

**Hospital:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Needleless Stock Only! Version April 2, 2024**