

CATEGORY: Program Specific

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TITLE: **PROCUREMENT OF CONTROLLED AND NON-CONTROLLED SUBSTANCES**

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Approval: Chair, CPC Program Council Name: Corey Petrie  Electronic signature:	Date: December 16, 2025

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PURPOSE:

To ensure standardization in the procurement of controlled and non-controlled substances.

POLICY STATEMENT

In accordance with our provincial performance agreement and the College of Physicians and Surgeons of Ontario (CPSO) - "delegation of controlled acts", the Centre for Prehospital Care will ensure proper measures and accountability are in place for the procurement of controlled substances.

PROCEDURE

Special Instructions

- The Health Sciences North Centre for Prehospital Care (HSN CPC) and Emergency Medical Service (EMS) Provider will collaborate to procure controlled substances.
- Controlled substances utilized by an EMS Service may be procured through the Pharmacy Department of their respective hospitals or via a Medication Distribution Company

Method

For the Procurement of Controlled Substances

- The Paramedic Service Operator will endeavour to provide two weeks' notice, either by email or submit the approved requisition form, to either their respective Paramedic Practice Coordinator (PPC) or Administrative Secretary when a new prescription for any controlled substance is required. HSN CPC will then provide prescriptions for the controlled substance(s) for the requesting EMS Service in a timely manner. (A copy of the prescription(s) provided to the EMS Service will be retained by HSN CPC and any data related to the controlled substance prescriptions to the applicable service will be provided when requested)..
 - The Paramedic Service Operators will then have a member of their staff come to the HSN CPC office (during regular business hours) to retrieve the prescription(s) and bring them to their respective Hospital Pharmacy Department or to their prearranged Medication Distribution Company

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- The Paramedic Service Operator will also provide HSN CPC with a completed copy of a Controlled Medication Pharmacy Requisition Form with all appropriate signatures once the prescription(s) have been utilized.
- The Paramedic Service Operator will maintain complete and accurate records detailing administration of all controlled substances by the paramedics in their employment, and also breakage and wastage including start and finish inventory levels and make these records available to the HSN CPC immediately upon request.

For the Procurement of Non-controlled Substances

- When required, the Paramedic Service Operator or Pharmacy will complete a prescription requisition request and include the name of the medication, dosage required and quantity required.
- The request will be emailed or faxed to the appropriate Medical Advisor or Medical Director
- The Medical Advisor or Medical Director will complete the script and email or fax the document to the appropriate Pharmacy or Paramedic Service Operator.
- The Pharmacy will prepare the order and notify the Paramedic Service Operator once ready.
- The Paramedic Service Operator will pick up the order and review it for accuracy (correct medication, dose, quantity).
- Any discrepancies will be reported to the Medical Advisor or Medical Director and Quality Improvement Lead for review.

References and Related Documents

- Medical Directives and Skills Registry for Primary and Advanced Care Paramedics (available on HSN CPC website.)