

SCHEDULE II MEDICATIONS

1. Each agency ordering their own controlled medications must be registered with the DEA.
 - ✓ Registration is through the Medical Program Director (MPD) or the agency MPD delegate supervising physician
 - ✓ Using a Power of Attorney form, the MPD or agency supervising physician may delegate one or more individuals per agency the responsibility for purchase and storage of controlled medications
2. Schedule II medications such as **Fentanyl** and **Morphine**:
 - ✓ Must be ordered using a DEA form 222
 - ✓ All schedule II medications may be logged on one sheet, but must be separate from the schedule III and IV medications log sheet.
3. Schedule III and IV medications (**Diazepam**, **Lorazepam**, and **Midazolam**):
 - ✓ Do not require the use of the DEA form 222
 - ✓ May not be ordered using a prescription form
 - ✓ Once credentials have been established (DEA registration number, name, address) agencies can work with the agency's pharmaceutical supplier, using an invoice method to order schedule III and IV medications. *Note: The pharmacy must be presented with a properly filled out DEA form 222 in order to fill a request for Schedule II medications. Bi-annual Audit.*
4. Disposal of Waste and Out-Dated Controlled Substances
 - ✓ Vials, ampoules and injections intended for single patient use that have been opened or partially used may be wasted. Use and wasting controlled medications must be documented on the patient care report and the controlled substance log.
 - ✓ Outdated or unusable schedule II-IV medications must be disposed of by transferring them to a registrant who is authorized to receive such materials. These registrants are referred to as Reverse Distributors. Schedule II controlled substances should be

- transferred via the DEA form 222. Schedule III and IV compounds may be transferred via invoice. The MPD or supervising physician should maintain copies of the records documenting the transfer and disposal of controlled substances for two years. This requirement does not include the medications that were wasted after a single patient use. Agent or agency records must be kept for two years. Patient care records and agency controlled medication logs document proof of use or disposal.
- ✓ DEA registered *Reverse Distributors* are listed in the **Department MPD Controlled substance guidelines**, found in the Reference Documents section.