

**OREGON DEPARTMENT OF CORRECTIONS**  
**Operations Division**  
**Health Services Section Policy and Procedure #P-A-07.1**

SUBJECT: EMERGENCY BOX

POLICY: A portable emergency box will be available for immediate use of medication not otherwise available in the time required.

REFERENCE: NCCHC Standard P-A-07  
OAR 855-041-0150

PROCEDURE:

- A. A complete list of the contents of the box will be posted on the outside of the box. The list shall also contain each drug's corresponding expiration date, which must be reviewed monthly.
- B. An emergency protocol or prescribers order is required to justify the use of any drug from the box. When an order is received, the nurse shall break the seal on the box and remove the prescribed medication. After the medication has been administered and as soon as possible, the nurse shall record the prescribers order and use of the drug on the physician's order form and a copy of the order sent to the pharmacy.
- C. Once the seal has been broken on the box and one or more of the contents used for an emergency, the entire box shall be returned to the institution medication room for replacement. A complete box with seal intact shall replace the used box and the appropriate staff shall reorder the items that were used and re-supply and seal the open box making it ready for use.
- D. The content of the emergency box shall contain only those drugs which are deemed to be necessary emergency drugs for the facility. The drug list shall be developed by the Therapeutics Committee consisting of the Medical Director, Chief Medical Officer, Director of Pharmacy the Consultant Pharmacist and Health Service Manager.
- E. The drugs contained in the box are the property of the pharmacy and shall not be used or altered in any way except as outlined in this procedure. The box and its contents shall be checked during each inspection. The pharmacy shall replace expired or administered medications.

Effective Date: \_\_\_\_\_

Revision date: April 2007

Supersedes P&P dated: February 2007