

MINIMUM STANDARDS FOR A FIRST-AID DEPARTMENT

Rule 4729-9-03 [Update effective 03/01/1999]

- (A) A first-aid department is any entity which stocks, administers, and/or uses dangerous drugs in conjunction with the treatment of medical emergencies, except that this does not include the offices of a prescriber as defined in section 4729.01 of the Revised Code or an entity licensed in any other manner as a terminal distributor of dangerous drugs pursuant to section 4729.54 of the Revised Code.
- (B) Each first-aid department which stocks, administers, and/or provides dangerous drugs must obtain a limited category I, II, or III terminal distributor of dangerous drugs license pursuant to section 4729.54 of the Revised Code. The license and the addendum shall be maintained in a readily available place in the principal location of such business for inspection by a state board of pharmacy designated agent. The application and license shall be signed by a person licensed pursuant to Chapter 4731. of the Revised Code to practice medicine and surgery or osteopathic medicine and surgery. This person shall maintain supervision and control over the possession and custody of the dangerous drugs and is responsible for their legal use and distribution in accordance with state and federal laws and rules.
- (C) When one first-aid department purchases dangerous drugs for first-aid departments in other locations and redistributes them, this supplying first-aid department must also be registered as a wholesale distributor of dangerous drugs.

All purchase, sale, and distribution records for dangerous drugs and inventory for controlled substances shall be kept for at least three years and shall be available for inspection during regular business hours by a state board of pharmacy designated agent. The first-aid department must be able to account for the acquisition, administration, and distribution of all dangerous drugs.

- (D) All purchase orders or requisitions for dangerous drugs must be signed by the responsible person who signed the dangerous drug license pursuant to paragraph (B) of this rule and who is in charge of the first-aid department.
- (E) Dangerous drugs which are not controlled substances shall be administered only by certified/licensed health care personnel who are functioning within the scope of their practice in accordance with written standing orders or protocol filed with the state board of pharmacy pursuant to section 4729.54 of the Revised Code. Controlled substances may be administered only after personally contacting a prescriber and obtaining an oral order. No dangerous drugs are to be administered except pursuant to the written standing orders or protocol or where a written or oral order is issued by such prescriber for the particular patient. Oral orders shall be immediately recorded in writing including the name and strength of drug, dosage form, quantity used, name of patient, name of prescriber, name of person receiving order, name of person administering drug, time of administration, and the date. This record shall be kept on file at the first-aid department and be co-signed by the prescriber within thirty days.
- (F) All dangerous drugs are to be kept in a safe and secure place, such as an enclosure or cabinet, which is to be kept locked.
- (G) The responsible prescriber shall visit the first-aid department at least once each month and shall review the records, accountability procedures, controls, and security.