



McHenry Western Lake County EMS System  
System Memo #3

To: MWLC EMS PROVIDERS/EMS Department Coordinator/EMS Department Chief

From: MWLC EMS SYSTEM

Date: 4/13/2023

RE: Controlled Substance Discrepancies and Medication Errors

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Effective immediately all controlled substance (CS) discrepancies need to be reported to the EMS office within 24 hrs

Including but not limited to:

- Loss of CS
- Discovery of inappropriate use of CS
- Discovery of incorrect inventory count for each vehicle
- Unexplained discovery of unsecured CS
- Suspect tampering of CS
- Any action that is suspicious for CS diversion

Effective immediately **ALL** medication errors need to be reported to the EMS office within 24 hrs

Please report errors and/or discrepancy to **one** of the EMS team members in order as they appear:

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Disclaimer CS substance and medication error policy is under review