

Procedure:	Procurement of Over the Counter and Non-Controlled Substances	
Owner of Policy:	Manager, Education	
Department/Program:	Southwest Ontario Regional Base Hospital Program	
Endorsed By:	Director, Southwest Centre for Prehospital Medicine	Endorsement Date: May 2025
Original Effective Date:	April 2024	Date Reviewed: May 2026

PURPOSE:

This policy details the mechanism for the procurement of over the counter and non-controlled substances.

POLICY:

In accordance with the College of Physicians and Surgeons of Ontario (CPSO) - “delegation of controlled acts” policy, the Southwest Ontario Regional Base Hospital Program (SWORBHP), the Employer and the supplier of the substances will ensure proper measures and accountabilities are in place for the procurement of over the counter and non-controlled substances.

PROCEDURE

1. The Southwest Ontario Regional Base Hospital Program (SWORBHP) and the Employer will collaborate to identify and order the required type and quantity of over the counter and non-controlled substances through the use of a prescription signed by the prescribing Medical Director.
2. Non-controlled substances utilized by an Employer may be procured through the London Health Sciences Centre (LHSC) Retail Pharmacy or an alternate pharmacy/medication distribution company.
3. The Employer will provide the prescribing Medical Director with a list of medications and quantities estimated for the upcoming year by March 1st of each year, either by email or written correspondence.
4. SWORBHP will provide prescriptions for over the counter and non-controlled substances for the requesting Employer prior to April 1st of each year. A copy of the prescriptions will be retained by SWORBHP.
5. SWORBHP will send the signed prescription to the LHSC Retail Pharmacy or alternate pharmacy/medication distribution company annually, prior to April 1st and when/if an updated prescription is required. SWORBHP will notify the Employer when the prescription has been sent to the LHSC Retail Pharmacy or alternate pharmacy/medication distribution company.
6. The pharmacy will prepare the prescription and notify the Employer when it is ready. The Employer will work with the pharmacy on the logistics of pick-up or delivery. The Employer will review the order for accuracy (correct medication, concentration/dose, route, and quantity).
7. Should new medications or changes to medications and/or doses come into force during the year, a new prescription will be required.

REFERENCES

[Advanced Life Support Patient Care Standards Version 5.4](#)
Emergency Health Services Branch, Ministry of Health

[Ontario Regulation 257/00, Ambulance Act, R.S.O. 1990, c. A. 19](#)