

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Medical Supplies: Inventory, Storage, Security procedures for Medications and Fluids
Policy:	128.00
Purpose:	To assure that all inventory, storage, and security requirements for medical supplies, medications, and fluids are met.

Policy:

A sufficient stock of necessary medical supplies will be made available to all Okaloosa County Emergency Medical Services ambulance crews as needed in order to carry out their mission of quality patient care in a timely, safe, and efficient manner. To achieve that goal, the following protocols will be followed assuring that all medical supplies are in peak condition.

Definition:

Medical Supplies include medications, fluids, durable medical equipment, medical supplies, and other necessary items required to provide patient care.

- I. Storage of Medical Supplies: Security
 - a. Logistics will maintain and store medical supplies in facilities secured by a minimum of one lock.
 - b. Access will be limited to current employees of Okaloosa County EMS. All visitors will be accompanied by an Okaloosa County EMS employee at all times. Access codes will not be shared with anyone not employed or contracted by Okaloosa County EMS.
 - i. Security codes / locks will be changed when deemed necessary by the EMS Chief.
 - c. Medical supplies maintained and stored on any EMS Unit will be secured by a minimum of one lock when unattended.
- II. Storage of Medical Supplies: Climate Control
 - a. Logistics will maintain and store medical supplies in climate controlled facilities.
- III. Storage of Medical Supplies: Cleanliness
 - a. Logistics will inspect the storage facilities weekly during restock to assure areas are being kept clean, orderly, and free of debris or infestation.
- IV. Storage of Medical Supplies: Inventory Schedule and Procedure
 - a. Logistics will perform a weekly inventory of all EMS crew supply depots.
 - b. Logistics will perform a monthly inventory of all medications and fluids located at the Logistics' main supply depot.
 - c. Logistics will perform a quarterly inventory of all medical supplies located at the main supply depot and EMS crew supply depots.
- V. Storage of Medical Supplies: UcapIt Machine
 - a. Medications and other items as determined by Logistics will be dispensed to crew members using the UcapIt machines.
 - b. Each crew member will be issued a PIN to be used when dispensing items from the UcapIt machine. Crew members are NOT to share their PIN with anyone else or use any one else's PIN when dispensing items.
 - c. Certain items as determined by Logistics will require crew members to input the incident number associated with the use of that equipment into the machine for the replacement item to be dispensed.
 - d. Certain items as determined by Logistics will limit the quantity that the machine will dispense to crew members.

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- VI. Storage of Medical Supplies: Deteriorated, Damaged, Contaminated, Obsolete, or Expired Supplies
 - a. Any expired, damaged, recalled, obsolete, or contaminated items will be pulled from stock, depot, or EMS Unit immediately and disposed of properly.

- VII. Storage of Medical Supplies: Incoming Supplies
 - a. Logistics will assure all incoming items received are the correct type and quantity ordered.
 - b. Logistics will inspect the incoming items to assure they are free from contamination, damage, or infestation.
 - c. Logistics will inventory all new items and update inventory logs accordingly.

- VIII. Storage of Medical Supplies: Issue of Medical Supplies
 - a. Medical supplies will be available to crews at physical supply depots for them to replenish used supplies during the course of operations.
 - b. “Emergency” requests should be made to the on duty EMS Lieutenant and Logistics and will be filled as soon as possible after they are received.

- IX. Storage of Medical Supplies: Returning Items from Field back into Inventory
 - a. All overstocked items will be returned to Logistics.
 - b. Logistics will follow procedures outlined in items V: Deteriorated or Expired Supplies and VI: Incoming Supplies.

- X. Storage of Medical Supplies: Records and Reporting
 - a. Logistics will provide a quarterly report during the Senior Staff Meeting.
 - i. The report will include:
 - 1. Stock Levels (Low / Overstocked)
 - 2. Emergency Request
 - 3. Damage/Expired/Obsolete/Contaminated Items
 - 4. Discrepancies
 - 5. Unusual trends or usages
 - 6. Forecast
 - 7. Inventory and inspection dates and results
 - b. Logistics will maintain all records at the EMS Office for a period of seven years.

Accountability and Compliance:

- 1. Logistics will maintain the security and inventory of medical supplies and storage locations.
- 2. Logistics will perform inspections and inventories of medical supplies and storage locations.
- 3. Logistics will provide quarterly reports to the EMS Chief at the EMS Senior Staff meetings.

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