

**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. (Sections 499, 893, F.S., and Chapters 64J-1, F.A.C.)

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 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 an 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: 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 stored separately in an area in Logistics or container

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

labeled “DO NOT USE: Item is expired, damaged, recalled, obsolete or contaminated.”

Larger items shall be labeled accordingly to assure it is not placed into service accidentally.

- VI. 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.
- VII. Storage of Medical Supplies: Issue of Medical Supplies
- a. Logistics will issue medical supplies to each crew upon verbal request or by email.
 - b. “Emergency” request should be made to the EMS Shift Commander and Logistics and will be filled as soon as they are received.
 - i. After hours the Shift Commander will contact Logistics personnel.
 - ii. If Logistics is not available the Shift Commander will access the supply depot and issue the “Emergency” request.
 - iii. The Shift Commander will email the Logistics department of the details and which items were issued.
- VIII. 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.
 - c.
- IX. 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.

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

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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