

3.3.4.2 System Inventory



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: System Inventory

SECTION/TOPIC: Management of EMS Operations

NUMBER: 3.3.4.2

ISSUE DATE:

REVISED DATE:

PREPARED BY:

APPROVED BY:

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 POLICY REFERENCE

CFR

NFPA

NIMS

2.0 PURPOSE

This standard operating procedure/guideline addresses determining and accounting for appropriate amounts of medical supplies and medications carried/stored by pre-hospital EMS providers.

To ensure patient safety by storing medications in a stable environment and replacing drugs prior to listed expiration dates

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

5.0 PROCEDURES/GUIDELINES & INFORMATION

5.1 Determining and Accounting for Appropriate Amounts of Medical Supplies and Medications carried/stored by Pre-Hospital EMS Providers:

General Information

1. Department of State Health Service, Provider Policy xx, EMS Pharmaceutical Storage and Maintenance Policy, xx – *“The EMS provider licensure or re-licensure applicant shall provide evidence of an operational policy which shall list the parenteral pharmaceuticals authorized by the medical director and which shall define the storage and maintenance procedures for each in accordance with the manufacturers and /or FDA recommendations. Compliance with the policy shall be incorporated into the provider’s Quality Management process and shall be documented on the daily unit readiness reports.”*

Instructions / Procedures

1. All medications and IV solutions (on all Fire Apparatus and Ambulances) are to be stored in accordance to manufacturer recommendations, FDA recommendations, and the State Health Services – Provider Policy xx.
2. A record of these checks will be maintained on CFD – F16.
3. In the event that medication in storage exceeds manufacturer and/or FDA temperature recommendations, those medications are to be replaced.