

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2907
	SECTION: 2900 EMS	
	SUBJECT: Inventory and Ordering Station Medical Supplies	

Scope

This Standard Operating Procedure establishes the procedures for stations inventory and ordering medical supplies.

Purpose

This Scotts Valley Fire District Standard Operating Procedure is designed to ensure the proper inventory and ordering of medical supplies at stations.

Definitions

Station medical supplies includes all inventory in engine medical bags and boxes as well as all medical supplies in station medical cabinets.

Responsibilities

All paramedics are responsible for the inventory and ordering of station medical supplies.

Procedures

1. Restock Procedures
 - a. All restock should occur at the time of the emergency response. The current supplying agency American Medical Response (AMR) would prefer that restock, of disposable items, be complete prior to patient transport from the scene. This shall occur prior to each transport, unless the Scotts Valley Fire paramedic maintains primary patient care, then restock can be done at the hospital.
 - b. If partial or no restock is available, an AMR First Responder Restock Form must be completed. Once the form is completed, it is to be faxed to AMR at 423-2038. The order will then be filled by AMR and available for pick up

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within 48 hours. Restock then will need to be completed at the station from the medical supply cabinet until the order has been completed.

2. Inventory Procedures

- a. A complete inventory of Advance Life Support (ALS) bags and equipment shall be done on a daily basis by the on duty paramedic. A complete inventory of Basic Life Support (BLS) bags shall also be completed by on duty Emergency Medical Technician (EMT) or Paramedic.
- b. All medical supply cabinets shall be inventoried on the first of each month.
- c. All medications that expire, within 60 days of that date, will be removed from the ALS bag or Medical cabinet and forwarded to the Scotts Valley Fire EMS Program Manager for an exchange to be completed with AMR prior to the medications expiration.
- d. All expired supplies, in ALS bags are to be exchanged with current medications in the medical cabinet.

3. Ordering Procedures

- a. Ordering of medical supplies shall be done on the first of each month. A SVFD Medical Supply Order Form shall be completed and forwarded to the Scotts Valley Fire EMS Program Manager.
- b. All expired supplies shall be pulled and put into designated box and shipped to the Scotts Valley Fire EMS Program Manager with a Scotts Valley Fire Medical Supply Order Form.

Forms

1. First Responder Restock Request Form (AMR)
2. ALS Drug/Medical Bag inventory sheet
3. Medical Supply Order Form

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