

OG 400.2.3 MEDICAL SUPPLIES AND EQUIPMENT

ADOPTED: JANUARY 1, 2016

REVISED: JUNE 1, 2019

A. PURPOSE

Jefferson Rural Fire Protection District personnel will ensure that medical equipment is in working order and supplies are available in sufficient quantities to allow for emergency medical operations. Fire station, rescue unit, and engine company supply inventories require regular accounting to ensure that patient care needs are met while minimizing costs for the delivery of patient care services.

B. INVENTORY AND EQUIPMENT CHECKS

Personnel will perform a general inspection of all EMS equipment assigned to their units. Engine, truck, and rescue unit inventory and equipment checks are to be completed once a month as scheduled. For the medic units the assigned schedule is on the communication logs, for all other apparatus assigned schedule will be the monthly checks schedule on the district calendar.

C. STATION INVENTORY OF EMS SUPPLIES

1. An inventory of EMS supplies located in main station will be conducted on a monthly basis by the EMS supply person and be restocked as needed.
2. Personnel will retrieve EMS supplies and/or equipment from the EMS supplies cabinets at the main station.
3. Rotate medications in inventory to assure that oldest stock is used.
4. Items in excess of the documented maximums, expired items, or items not listed on the inventory form need to be returned to the EMS supply cabinet.
5. Expired medications will be pulled during the monthly apparatus checks and be replaced. Expired date will be defined as medications that expired on or have a date older than the date of the apparatus check.
6. Station officers are responsible for ensuring orders are placed when inventory is below minimum and station supplies should not exceed recommended maximums in their respective stations.

D. EQUIPMENT AND SUPPLIES

- A. For inventory purposes, equipment and supplies are different entities. Equipment is defined as items not generally thought to be disposable (pulse oximeters, kits, etc). Supplies are generally defined as disposable, single use items (IV catheters, nasal cannulas, etc).
- B. Shortages in the EMS supplies will be filled from the main station medical supply.
- C. Broken or missing equipment (pulse oximeters, glucometers, etc.) will be tagged out of service and return to the office for replacement with a report attached. Most replacement items can be obtained from the office. Items such as spinal immobilization equipment should be retrieved from local hospitals. Assume equipment retrieved from the hospital is contaminated and take appropriate precautions and cleaning measures.

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D. Outline the reasoning for using back-up equipment and provide the following information: Date of the incident, Equipment involved, Unit from which equipment was removed, Unit on which equipment will be located, Reason for removing the equipment from the unit, Details surrounding the broken/missing equipment that made it necessary to remove equipment from another unit, Leave a message on the unit from which the equipment was removed and note in the vehicle logbook what equipment was removed and the date it was removed.

E. EMERGENCY REQUISITION OF SUPPLIES

1. The Jefferson Rural Fire Protection District works with neighboring districts in emergency supply shortage. This procedure is in place to utilize only after all other routine options for obtaining supplies have been exhausted. Only critical supplies, which could adversely affect the Jefferson Rural Fire Protection District's ability to deliver emergency medical services, may be purchased. Items may include, but are not limited to: IV catheters, Oxygen delivery equipment, ECG electrodes, and IV fluids.
2. Items will be obtained in sufficient quantities to last the district until supplies can be obtained by more conventional means.
3. Use the following guidelines for obtaining supplies: As soon as possible, notify the duty officer and/or Assistant Chief. Send all receipts and associated paperwork to the District Office as soon as possible.