

# EL DORADO COUNTY FIRE PROTECTION DISTRICT

## STANDARD OPERATING GUIDELINE

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**ARTICLE 4: ROUTINE PROCEDURES**

**EFFECTIVE DATE: 10-01-1992**

**SECTION 11: MEDICAL SUPPLY REQUEST**

**REVISED: 04-12-2006**

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- 4.11.1 **PURPOSE:** To establish guidelines for ordering medical supplies and removal of expired Drugs in the El Dorado County Fire Protection District.
- 4.11.2 **POLICY:** All Supply orders shall be made on the appropriate District forms (see attached).
- 4.11.3 Medical supply orders shall be ordered on the first Thursday of each month. The medical supply order shall be completed by 1500 hours on the first Thursday of each month.
- 4.11.4 Medical supply orders for capitol equipment shall be ordered on the first Thursday of each month by 1500 hours or if there is an emergency, shall be ordered as needed. The capitol equipment order is to be sent to station 23 attention Medical Supply Coordinator. If there is an equipment failure lost or broken piece of equipment, the JPA equipment failure form shall be filled out and sent with the order.
- 4.11.5 Medical supply orders will be drop shipped to each station within 2 – 4 working days.
- 4.11.6 Medical supplies on back order. All backorders shall be followed up with a phone call to the vendor and confirmed time of arrival. If length of arrival time is beyond the time of need, contact the station 23 Captain or the Medical Supply Coordinator. Station 23 will have a short inventory of stock available to the District.
- 4.11.7 Emergency requisition of medical supplies can be handled one of three (3) ways depending on the urgency of the need. All emergency requisitions shall have the proper paper work filled out.
1. Station 23 will have a short supply of inventory. Station 23 Captain or the Medical Supply Coordinator shall be contacted prior to each emergency requisition.
  2. Requisition of drugs or supplies from the station 25 inventory. Such requisitions shall go through the station Captain. If this is not possible, then the medic unit can acquire the drugs from Robinson's Pharmacy using the proper JPA requisition form.
  3. Requisition of drugs directly from Robinson's Pharmacy using the appropriate JPA form, which is carried in the medic unit clipboard. (see attached)
- 4.11.8 All emergency requisition forms shall be filled out. When completed all emergency requisition forms shall be faxed to the EMS Battalion Chief.
- 4.11.9 Robinson's Pharmacy will restock drugs on an emergency basis should a medic unit or engine find that they have a serious shortage of a drug(s).

- 4.11.10 Each station shall have a designated person as a Medical Supply Manager. It is that Medical Supply Managers duty to see that the supplies are ordered on the appropriate day. The Medical Supply Manager is also required to be aware of drugs and other medical supplies in stock which sill soon become outdated. The Medical Supply Manager shall requisition replacements for such drugs at least one (1) month prior to the out date.
- 4.11.11 Supplies are stored in a storage locker. Drugs are stored in a locked cabinet within a climate-controlled area of the station. These may be located separately or jointly. If jointly stored, the drug cabinet must be locked. The medical supply and drug supply cabinets shall be inventoried by the station Medical Supply Manager prior to sending in the monthly medical supply order. All apparatus drug dates shall be completed prior to sending in the monthly medical supply order. The station Medical Supply Manager shall be notified of any drug or supply out dates or soon to be out of date so that a requisition of replacement can occur. This will ensure that all apparatus will never be out of any required drugs or supplies due to the product being out of date.
- 4.11.12 Emergency medical supply requisitions shall not take the place of the regular monthly medical supply order.
- 4.11.13 Monthly checks or expiration dates on all supplies with out dates shall be done on all apparatus on the first day of each month. All expired drugs and supplies shall be removed from the apparatus on or before the expiration date.
- 4.11.14 Out of date drugs shall be documented on the Expired Pharmacy sheet. (see attached) The Expired Pharmacy sheet when completed shall be sent to EMS Battalion Chief.
- 4.11.15 Expired pharmacy shall be disposed of within your respective station. All expired drugs shall be destroyed appropriately on the day of expiration. Disposal of expired drugs shall be witnessed by the Medical Supply Manager or the station Captain. Expired control drugs shall be exchanged at Marshall Hospital Pharmacy using the appropriate JPA forms. Expired drugs shall not accumulate in and District station.
- 4.11.16 Control drugs shall have the closest expiration date on the monthly check off sheet. All control drugs shall be exchanged one (1) month prior to the expiration date. A copy of the exchange form shall be sent to the EMS Battalion Chief.