

EL DORADO COUNTY FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINE

ARTICLE 4: ROUTINE PROCEDURES

EFFECTIVE DATE: 10-01-1992

SECTION 11: MEDICAL SUPPLY REQUEST

REVISED: 03-01-2021

- 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:** Each station shall appoint a single "Medical Supply Coordinator". All orders shall be made by this Medical Supply Coordinator for each station on the respective website or via phone order. Orders shall be made on the appropriate account. These accounts fall under "JPA" billing or "District/Fire" billing.
- 4.11.3 Medical Supply orders shall be made on a "as needed" basis through the appropriate account.
- 4.11.4 Medical supply orders for "Life Assist" shall be ordered online. Orders for Telecare shall be placed by phone or online. All other orders in which an account has not been established will be made through the chain of command to the EMS Division.
- 4.11.5 If there is an equipment failure, equipment lost or damaged, either a JPA equipment failure form shall be filled out or a District repair form filled out. An order shall be made to replace the item or a repair quote shall be requested.
- 4.11.6 Medical supply orders will be drop shipped from their respective website or manufacture.
- 4.11.7 *Medical supplies on back order.* All backorders shall be followed up with a phone call to the vendor and confirmed time of arrival. And or shipping time. Every effort shall be made to order in a timely manner to avoid a shortage of medical supplies.
- 4.11.8 Emergency requisition of medical supplies can be handled one of two (2) ways depending on the urgency of need.
1. Each station shall maintain their own medical supply for each unit (JPA, District) If a station runs low and or runs out, another station may replenish the supplies needed. The on duty station captain must be aware of this action.
 2. If a unit needs to restoke equipment and cannot make it top their home station and to avoid being placed out of service, they may restoke at station 25. The station Captain must be notified, and this shall not be allowed on a regular basis.
- 4.11.9 The district, in the event of a national emergency and or Pandemic, may find the need to have a supply cache on hand. This cache will be ordered through the same channels in place for medical supplies or a third-party vendor. These medical supplies will be stored at station 23. To access such equipment a request shall go through the station 19 Duty Captain or the EMS Division Chief or his/her designee.

- 4.11.10 Robinson's Pharmacy will be the only site for restocking of controlled substances. If approved by the District or LEMSA other medications may be fulfilled by Robinsons Pharmacy.
- 4.11.11 It is the duty of the Medical Supply coordinator to ensure that all medical supplies are ordered in a timely manner. The Medical Supply coordinator is also required to aware of upcoming expirations and have a supply ready to replace these prior to expiration. A replacement Medical Supply coordinator shall be used if the original is off long term for any reason.
- 4.11.12 Medical Supplies are to be stored at their respective stations in a temperature-controlled environment. Controlled substances shall be stored in conjunction with the LEMSA controlled substance policy.
- 4.11.13 Emergency medical supply requisitions shall not take the place of the regular monthly medical supply order.
- 4.11.14 Monthly checks or expiration dates on all supplies without 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.
- 4.11.15 Expired medications shall be disposed of in conjunction with the waste policy. Drugs may be stored once expired for training purposes. Controlled substances the expire shall be disposed of following the controlled substance policy. Expired medications shall not accumulate around district stations.
- 4.11.16 Control drugs shall have the closest expiration for each vial on the monthly controlled substance check off sheet. All controlled drugs shall be replaced prior to expiration to allow for a consistent minimum inventory. Every effort shall be made to use the controlled substance prior to expiration date.