

OBJECTIVE: To provide guidelines in the areas of durable medical equipment inventory procedures, ordering of disposable medical supplies, security of medical equipment and medications, handling of controlled substances and the adulteration of medicines.

SCOPE: Personnel shall follow Section 203 of Commission on Accreditation of Ambulance Services guidelines; Texas Administrative Code, Rule 157.11 Requirements for an EMS Provider License; and North Central Texas Trauma Regional Area Committee guidelines

415.01 DURABLE MEDICAL EQUIPMENT INVENTORY

- 1.1 Fire department ambulances, engines, rescue units and trucks will be equipped with durable medical equipment as specified in CFD Form 530 "TDSHS Medical Equipment Inspection Form".
- 1.2 All equipment should be inspected, cleaned as needed and tested at the beginning of each shift. Any missing or damaged equipment will be reported to the Station Officer on duty.
 - a. Requests for replacement equipment should be routed through the Resource Management Specialist.
 - b. Monitor/Defibrillator batteries will be rotated daily. The batteries located in the monitors should be placed in the charger, the batteries located in the charger should be placed in the storage compartment attached to the monitor and the battery located in the storage compartment should be place in the monitor.
- 1.3 Apparatus equipped with medical equipment will be inventoried on a quarterly basis by the Shift Duty Safety Officers utilizing CFD Form 530 "TDSHS Medical Equipment Inspection Form". Completed inspection forms will be forwarded to the Medical Section Chief for review and filing.
- 1.4 Requests for new or additional medical equipment should be routed through the Medical Section Chief for consideration.

415.02 DISPOSABLE MEDICAL EQUIPEMENT AND MEDICATION INVENTORY

- 2.1 Fire Department ambulances, engines, rescue units and trucks will be equipped with disposable medical equipment, supplies and medications as specified in CFD Form 529, EMS Supply Order Form.

- a. All disposables should be inspected at the beginning of each shift. Any missing disposables should be replaced from the station inventory.
- b. In most cases, disposable items used during the course of any emergency call should be replaced from Station inventory as soon as possible. Apparatus from Stations 2, 4 and 5 should re-stock disposable items from available supplies on ambulances when making calls with them whenever possible.
- c. Apparatus will be fully inventoried every Wednesday by the paramedic crew members staffing each vehicle that day utilizing CFD Form 529, EMS Supply Order Form.
 1. Every effort will be made to ensure that medications that are approaching their expiration date are used before they expire.
 2. Expired medications, with the exception of controlled substances, should be sent to the Shift Duty Safety Officer via interdepartmental mail and replaced from station inventory.

415.03 ORDERING DISPOSABLE MEDICAL EQUIPEMENT AND MEDICATIONS

- 3.1 Each Fire Station will maintain a minimum stocking level of disposable medical equipment and medications as determined by the Station Officers and the paramedics assigned to their station.
- 3.2 Stations 1, 3, 6 and 7 will be designated as “ordering stations” and each will have two Officers in charge of ordering – a primary and secondary Officer with the ability to place EMS supply orders.
 - a. Each “ordering station” is responsible for ordering supplies as necessary to ensure that station stocking levels are maintained as follows:

Station 1 is responsible for Station 1 and Station 5
Station 3 is responsible for Station 2 and Station 3
Station 6 is responsible for Station 4 and Station 6
Station 7 will order for themselves
- 3.3 During the weekly inventory, the responsible individuals will determine the quantity of items needed to re-stock their apparatus. They will indicate that information on CFD Form 529, EMS Supply Order Form.

- a. Items will be placed on the apparatus from the station inventory and the order form will be routed to the Officer in charge of ordering for that station.
 - b. Station stocking levels will be checked by the paramedics assigned to the station and a list of needed supplies will be routed to the Officer in charge of ordering for that station.
- 3.4 The Officer in charge of ordering will utilize the completed CFD Form 529, EMS Supply Order Form and the list provided from the station inventory and will submit an order for supplies to bring the stocking levels back up to par.
- 3.5 Once an order is placed, it must be approved. This will typically be done by the Resource Management Specialist; however the FTO Captain who oversees the ordering process or the Medical Section Chief may also approve orders when needed.
- 3.6 When orders are received, packing slips will be checked against the shipment contents, and then forwarded to Fire Administration for matching with invoices for payment.

415.04 SECURITY OF MEDICAL EQUIPMENT AND DRUGS

- 4.1 Apparatus carrying medications, syringes and needles must be locked when the vehicle is unattended while personnel are performing non-emergency duties.
- a. If compartments containing medications, syringes and needles cannot be locked, kits containing these items must be moved to the cab of the vehicle and secured while the vehicle is unattended.

415.05 CONTROLLED SUBSTANCES

- 5.1 The purchase, storage and use of controlled substances, which include Morphine and Valium, must be thoroughly documented. The Medical Section Chief will be responsible for the management and dispersal of controlled substances.
- a. The Medical Section Chief will maintain a copy of CFD Form 519b "Controlled Substance Drug Inventory Record - Medical Section Office" for all controlled substances located in his office. These supplies will be kept under a double lock and key security system.

- b. The Shift Duty Safety Officers will maintain a copy of CFD Form 519a "Controlled Substance Drug Inventory Record - BC Office" for all controlled substances located in the Battalion Chief's office. These supplies will be kept under a double lock and key security system.
 - c. Paramedics assigned to apparatus with controlled substances will maintain copies of CFD Form 517 "Controlled Substance Administration Record", 518 "Controlled Substance Record of Waste and Spoilage" and 519 "Controlled Substance Drug Inventory Record – Field".
- 5.2 Controlled substances located on ambulances must be kept in the designated lock box on each apparatus.
- 5.3 Emergency controlled substance supplies in the EMS kits must never exceed the designated stocking levels found on CFD Form 529, EMS Supply Order Form and must be kept in the designated container secured by the numbered and dated locking tab.
- a. After use or disposal of any controlled substances, a new locking tab will be placed on the container and the tab number will be recorded on the unit's CFD form 519 "Controlled Substance Drug Inventory Record – Field" under the day of the month the tag was installed on the container.
- 5.4 Controlled substances that have expired should be disposed of in a utility sink by the paramedic assigned to the station. This process will be witnessed by another paramedic or Station Officer and documented on the unit's CFD form 518 "Controlled Substance Record of Waste and Spoilage".

415.06 ADULTERATION OF DRUGS

- 6.1 Every effort should be utilized to keep medications stored in an environment between 65 and 80 degrees Fahrenheit.
- a. Each apparatus with on-board medications is equipped with a shore-line receptacle that enables the air conditioning system to operate while parked in the fire station. These shore lines should be utilized at all times while the vehicle is not running.
 - b. Units parked for extended periods of time at locations without an available shore-line receptacle should have their on-board generator running to provide power to the air conditioning system when the

outside temperature is below 65 degrees or above 80 degrees Fahrenheit.

c. Apparatus without shoreline air conditioning systems must utilize frozen gel packs for temperature regulation at any time the outside temperature reaches 85 degrees.

1. These gel packs are to be placed in the Pelican drug kits and replaced every 10-12 hours depending on humidity and frequency of use of the kits.

6.2 Medications that are allowed to reach a temperature of less than 55 degrees or greater than 90 degrees Fahrenheit for one hour or more will be replaced.

6.3 Care must be taken to avoid exposure to extreme temperatures for medicines on apparatus that are taken to Fleet Services for extended periods. If no provisions are made for shore-line power or vehicle storage in a controlled environment during weather extremes, then medicines should be removed from the vehicles.