



Rogers Fire Department Standard Operating Procedures

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| Policy Title: | Medical Supply System | | |
| Policy Number: | 235 | Volume: | Field Operations |
| Approved By: | Tom Jenkins | Last Updated: | October 2013 |
| CFAI Reference: | 5G.2, 5G.3 | CAAS Reference: | 203.05.01 |
| Revision Summary: | Created – July 2010 Revised – March 2012 Formatted – May 2012 Revised – October 2013 (Security Cameras) | | |

PURPOSE

The purpose of this policy is to establish a standardized system for maintaining an adequate amount of medical supplies for restocking Rogers Fire Department ambulances.

POLICY

The medical supply system of the RFD shall consist of three primary components: the Medical Store Room (located at FS-1), the Medical Stock Room (located at FS-1), and the Satellite Medical Store Room (located at FS-5).

The Medical Stock Room contains bulk quantities of medical supplies that are dispensed to the Medical Store Room and the Satellite Medical Store Room as needed. Each medical supply product that is carried by the RFD shall have a designated location within the Medical Stock Room with a label affixed that contains the following information:

- Name of the product
- Name of the manufacturer/supplier
- Minimum quantity
- Reorder information

When medical supplies are received from suppliers they are to be placed immediately into the Medical Stock Room. Placing medical packages into this room is the responsibility of the crew assigned to Fire Station 1, specifically the Captain on duty. Boxes are not to be opened by Field Operations Division personnel unless directed by a member of staff. All supplies shall be placed into their designated location in the Medical Stock Room and older supplies shall be rotated forward. The Medical Stock Room shall be inspected twice a week, Tuesday and Friday, by the Administrative Assistants assigned to Fire Administration to ensure that the minimum designated quantities assigned for each product are present. The Administrative Assistants shall be responsible for ordering medical supplies as needed in order to maintain the designated minimum quantities. The expiration dates on all products in the Medical Supply Room should be checked periodically.

The Medical Store Room at Fire Station 1 is the primary location from which ambulances will receive supplies for restocking. The Medical Store Room shall consist of bins which contain

individual medical supplies. The bins shall be labeled with the following information:

- Name of the product
- Name of the manufacturer/supplier
- Minimum quantity

The Medical Store Room shall be inspected twice a week, Tuesday and Friday, by the Administrative Assistants assigned to Fire Administration to ensure that the minimum designated quantities assigned for each product are present. The Administrative Assistants shall restock the Medical Store Room from the Medical Stock Room as needed in order to maintain the designated minimum quantities of supplies.

The Satellite Medical Store Room at Fire Station 5 shall be maintained for the restocking of frequently used medical supplies, but will not contain all of the supplies that are found in the Medical Store Room at Fire Station 1. It will be the responsibility of the Administrative Assistants to ensure that the Satellite Medical Store Room is inventoried each Tuesday and Friday utilizing the most current RFD form for that purpose. A copy of the inventory form shall be faxed to Fire Administration. On Tuesdays and Fridays, the Administrative Assistants assigned to Fire Administration shall gather the supplies needed to restock the Satellite Medical Store Room and shall notify Fire Station 5 that the supplies are ready for pick up using the designated totes for that purpose. No medical supplies shall be delivered by shipping vendors directly to Fire Station 5.

It is important that when restocking ambulances personnel take only the supplies needed to adequately stock their ambulance. Personnel are not to take more than the necessary amount of supplies in an effort to prevent supply shortages.

All entry doors to the rooms utilized within the RFD medical supply system shall remain closed and locked when the room is not in use.

Security Cameras

In order to further ensure the security of the narcotics and medical equipment and supplies that are stored in the Medical Store Room and Medical Stock Room at Station 1 security cameras are located in both rooms.

The cameras provide continuous surveillance of both rooms and automatically record any time that there is activity in either room. The surveillance video monitor and recording equipment shall be maintained in a secure area in Fire Administration.

Only the Fire Chief or his designee is authorized to power down the cameras or recording system or to review recorded images.