North Kingstown Fire Department

Standard Operating Guidelines		4000 Series
Effective Date:	Medication Inventory (EMS)	EMS Operations
12/2022		4300
Revision Date:		
12/2022		Page 1 of 2

I. PURPOSE

To maintain all medications required by Rhode Island Department of Health (RIDOH) protocols and North Kingstown Fire Department policy in a state of consistent readiness while minimizing possible waste.

II. REFERENCES

Title 216-RICR-20-10-2 [Rules and Regulations for EMS]
RI Statewide Emergency Medical Services Protocols
RI Emergency Medical Services Ambulance and Ambulance Service Licensure & Inspection Manual
Current glucometer user manual

III. POLICY

It shall be the practice of the North Kingstown Fire Department (NKFD) to have current up-to-date medications and consumable supplies on all RIDOH-licensed apparatus. Medications nearing expirations shall be removed from the apparatus within 75 days of expiration.

IV. PROCEDURE

A. Monthly Medication Inventory – Medications

1. All medications will be inventoried on all apparatus on the 15th of each month.
2. The amounts and expiration date for each medication will be documented on the Monthly Medication Inventory sheet.
3. Medications that are within 75 days of expiration, OR any medication that has been damaged or opened will be brought to Station 1 and exchanged with new medications as found in the EMS medication supply locker.
4. A completed inventory sheet will be left in the medication supply room.
5. Medications unable to be exchanged will be returned to the assigned apparatus and the chain of command shall be notified.
6. Glucometers shall be tested and/or calibrated monthly in accordance with manufacturer's specifications.

B. Monthly Medication Inventory – Controlled Substances / Narcotics

1. All controlled substances / narcotics will be inventoried daily in the apparatus' controlled substances log pursuant to departmental and RIDOH policy.
2. Additionally, all controlled substances / narcotics will be inventoried on all apparatus on the 15th of each month.
3. The amounts and expiration date for each controlled substance / narcotic will be documented on the Monthly Medication Inventory sheet.
   i. This log entry shall include the amount, lot number, and expiration date for each controlled substance / narcotic.
4. Controlled substances / narcotics that are within 75 days of expiration, ***OR*** any controlled substance / narcotic that has been damaged or opened shall be brought to Station 1 immediately and exchanged with new medications as found in the EMS controlled substance safe.
5. New medication taken from the controlled substance safe must be documented in the appropriate log.
   i. This documentation shall include the date, amount taken, lot numbers of each vial, apparatus, and the signature and identity of the officer/acting officer making the exchange.
6. The apparatus narcotics log must include:
   i. The date
   ii. Expiring medication amount and lot number
   iii. Location of the controlled substance (i.e., the narcotics safe)
   iv. The new medication amount and lot number
   v. Expiration date for each vial being placed on the vehicle
   vi. Signature and roll call number of the crew member placing the medication onboard.
7. **No narcotics should be wasted in this process.**
8. Controlled substances / narcotics unable to be exchanged will be returned to the assigned apparatus and the chain of command shall be notified.

C. Semi-Annual Consumable Supplies Inventory

1. All consumable supplies [chest seals, bandages, etc.] shall be inventoried twice per year to ensure compliance with departmental and RIDOH requirements.
2. All expired items shall be immediately replaced.
3. Any items that are not able to be replaced from stock will be returned to the assigned apparatus and the chain of command shall be notified.