



SENECA COUNTY

Emergency Medical Service



Standard Administrative Guideline

Subject: Supply and Equipment Inventory and Replacement

Reference Number: 7

Effective Date: 1-2009

Review Date: 1-2011

Purpose:

The purpose of this guideline is to clarify the process of requesting and receiving supplies from the Seneca County EMS office.

Background:

Seneca County EMS maintains an EMS supply and equipment inventory at the EMS Office. These supplies are secured, inventoried, and maintained to re-supply the seven county squads when necessary. Each squad maintains a small inventory of consumable supplies at each EMS station. Due to the loss of thousands of dollars of inventory in past, a new guideline has been established to curb the loss, and maintain control of the medical equipment and supply inventory.

Policy & Procedure

1. Seneca County EMS will maintain a secure supply room at the EMS office.
2. This supply room may only be accessed by Echo Unit Paramedics, EMS Office manager, and the EMS director.
3. EMS coordinators should contact one of the above listed personnel in order to gain access to EMS supplies.
4. EMS supplies may be accessed anytime that any of the above personnel are at the EMS office.
5. Any local EMS coordinator may call, fax, email, or contact any of the above personnel with a list of needed supplies, and either have them delivered by the Echo Unit, EMS1, or make an appointment for pick up.
6. Only the EMS coordinator is authorized to order supplies but any member can pick them up or take delivery.
7. The Echo unit maintains a small inventory of consumable supplies that can be replaced following a run if necessary (NRB masks, Nasal Cannulas, IV supplies)
8. Each station shall maintain an inventory of supplies to re-stock their ambulance following a run.
9. Each coordinator is encouraged to maintain an inventory (including expiration dates) of all medications, supplies, IV fluids, catheters, bandages, etc...
10. There are inventory sheets available at the EMS office for this purpose.

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EMS coordinators are encouraged to bring their supply requests/inventory lists to each coordinator meeting to ensure proper equipment/supply procurement.

Any equipment failures, problems, or maintenance issues that arise should immediately be reported to the EMS director for investigation, repair, or replacement.

Major equipment (cots, suction, monitors, pulse ox) is very expensive and we may not have direct replacements on hand. Most equipment can be replaced quickly or we have backups in place (Zoll Monitors).

Contact the EMS director with any questions, concerns, or suggestions to this guideline.

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