


East Lake Tarpon Special Fire Control District		
	<i>SOP 504 Daily/Weekly Procedures</i>	
	Implementation Date: 11/2000	Revision Date(s): 04/28/2009
	Reviewed Date(s):	
	Forms or Attachments: None	

DAILY PROCEDURES:

The following procedures will be followed at the beginning of each shift in order to maintain a constant state of readiness. The Paramedic in charge of his/her Unit will be responsible for any EMS supplies or equipment on that Unit. An inventory form will be filled out for the respiratory bag, medical bag, monitor/defibrillator and pediatric bag. All EMS equipment will be checked for cleanliness and proper operation.

Respiratory-/Bag

- a. The portable oxygen cylinders used in connection with the respiratory bag will be checked for the proper quantity and operation. (Minimum amount allowed will be 1000 PSI).

Medical Bag

- a. Will be checked for security tags and/or supplies in untagged med-bag areas.
- b. Controlled substances lock box will be inspected as defined under “Controlled Substances”.

Trauma Box

These boxes will be checked for security tags.

Monitor/Defibrillator

These units will be checked for serviceability. Each unit will be maintained with a minimum of one set of EKG cables, one (1) set of 12 lead cables, two (2) packages EKG electrodes, two (2) sets of Quick Combo (adult & pedi) pads, two (2) Quick Combo cables, one (1) spare roll of EKG paper, O2 Sensor (adult & pedi), one (1) capnography sensor, 2 capnography cannulas, three (3) Benzoin swabs and one (1) razor.

Suction

Each unit will be checked daily, for serviceability and cleanliness. The unit will contain one Yankauer suction tip and one #18 French suction catheter. LP batteries will be rotated as recommended.

NOTE: Security tags will be placed on all Drug and Trauma Bags/Boxes. These tag numbers will be placed in the proper log with any deficiencies noted. The last personnel signing the log for a specific box is responsible for the correct stocking of that box.

Controlled Substances

The following quantities of controlled substances should be found at each station:

<u>Engine 56</u>	<u>Squad 57</u>	<u>Engine 58</u>
3 Morphine	3 Morphine	3 Morphine
3 Valium	3 Valium	3 Valium
3 Fentanyl	3 Fentanyl	3 Fentanyl
4 Etomidate	4 Etomidate	4 Etomidate

To assure control of Morphine, Fentanyl, Etomidate and Valium, the following procedures should be followed:

A daily entry will be made in the Vehicle Narcotic Log book. The entry should contain signatures of off going and on coming Paramedics and the off going and on coming Company Officer; control number and expiration date, and a notation of any drugs used, added or removed, including the incident number of the call on which the drug was used. An email notification shall be made to the EMS Coordinator when a controlled substance is used, to include the incident number.

The apparatus compartment containing the controlled substances will be kept locked when not in use. The controlled substances shall be kept in the Medical Bag in a locked container. The paramedic who last signed the Narcotic Log Book is responsible for the Controlled substances.

General Check

A general check should be made to assure all other EMS equipment is in operating condition and clean.

Monthly Procedures

All dated EMS supplies and medications are to be checked on the first day of each month. This includes but is not limited to:

- Medications
- Monitor/Defibrillator cables and supplies
- Other disposable medical supplies

Medications, unless specifically labeled, expire on the last day of the month of expiration. All medications expiring in the current month shall be pulled from service. Medications expiring in the following month will be identified and listed, and the list forwarded to EL 500 or his designee. The following list of medications will be bagged and returned to Station 57 with a completed Sunstar Medication Return Form:

- Albuterol
- Atrovent (Ipratropium)
- Aspirin
- Benadryl
- D-50
- Epinephrine Multi-Dose 1:1,000
- Epinephrine 1:10,000
- Haldol
- Lasix (Furosemide)
- Lidocaine
- Magnesium Sulfate
- Narcan (Naloxone)
- Nitro Spray
- Sodium Bicarbonate
- Solumedrol

Any other expiring medications or medical supplies shall be removed from service and returned to Station 57 for disposal or training use.

Controlled substances (Amidate (Etomidate), Fentanyl, Morphine and Valium) shall be pulled from service by the EMS Coordinator or his designee and replaced in the month prior to their expiration by EL 500 or his designee. Notify EL 500 or his designee of any controlled substances due to expire in the following month.

Monitor/ Defibrillator cables are to be replaced 2 years from the date of manufacture or 2 years from their in-service date, whichever is greater. The date of manufacture is found on each cable in a small imprinted circle with the last 2 digits of the year in the center on either side of the arrow, and the arrow pointing at the number corresponding with the month. Notify EL 500 or his designee of any cables nearing the 2 year mark.

Glucometers are to be calibrated and the results recorded in the Glucometer Log Book. Each box of test strips has the test values printed on the bottom of the box.

All department vehicles containing EMS supplies and equipment shall be checked monthly.