



**REGION 11
CHICAGO EMS SYSTEM
POLICY**

Title: EMS System Inventory Inspection
Section: Documentation
Approved: EMS Medical Directors Consortium
Effective: August 1, 2018

EMS SYSTEM INVENTORY INSPECTION

- I. **PURPOSE:** Each EMS System provider will complete daily inventory inspections on **all apparatus involved with delivering patient care.**
- II. A Daily Inventory Inspection Form will be completed on a daily basis and available for review to respective Resource Hospitals on a 24/7 basis.
- III. A monthly report will be available for review by the respective Resource Hospital to verify compliance of daily inventory and weekly supply inventory.
- IV. The daily inventory inspections must include the following components:
 - A. Medications will be inspected on a daily basis and Inspection Form completed.
 - B. All airway equipment, cardiac equipment, Adult Quick Response Bag (QRB), Pediatric QRB will be inspected on a daily basis and Inspection Form completed.
 - C. If medications, supplies or equipment are maintained with “plastic/aluminum ties/locks”- it is an EXPECTATION that the medications, supplies and equipment will be inventoried and inspected on a DAILY BASIS and the ties/locks replaced on the equipment.
 - D. Medications and equipment due to expire will be exchanged WITHIN 7 BUSINESS DAYS according to Region 11 EMS System policy.
- V. Controlled Substances
 - A. As part of the daily inventory, controlled substances should be carefully inspected and an inventory form should be signed and dated by each ALS company.
 - B. Any missing doses, expired doses, or suspected tampering should be immediately brought to the attention of the Resource Hospital EMS Coordinator and the ambulance service provider (e.g., the supervisor of the private ambulance service provider or the duty chief on call for the Chicago Fire Department).