



REGION 11 CHICAGO EMS SYSTEM POLICY	Title: EMS System Inventory Requirements
	Section: EMS Personnel
	Approved: EMS Medical Directors Consortium
	Effective: December 6, 2023

EMS SYSTEM INVENTORY REQUIREMENTS

I. PURPOSE

To define the responsibilities of the EMS provider and the EMS agency in maintaining drugs, equipment and supplies as defined by the EMS System and managed by the EMS agency.

II. POLICY

- A. Each EMS personnel is responsible for completing a daily inventory review and report on **all licensed EMS vehicles involved with delivering patient care.**
- B. A daily inventory form will be completed on a daily basis and available for review to the Resource Hospitals on a 24/7 basis.
- C. A monthly report will be available for review by the Resource Hospital to verify compliance of daily inventory and weekly supply inventory.
- D. Only medication, equipment, and supplies as listed on the Region 11 Drug, Equipment, and Supply list or otherwise approved by the Resource Hospital can be used for patient care.
- E. The daily inventory inspections must include the following components:
 - 1. Medications will be inspected on a daily basis and inventory form completed.
 - 2. All airway equipment, cardiac equipment, and response bags will be inspected on a daily basis and inventory form completed.
 - 3. It is the responsibility of the EMS provider to notify their supervisor for any expiring medication or supplies within one month of expiration.
 - 4. It is the responsibility of the EMS agency to internally manage and replace the stock of expiring medication and equipment in advance of the expiration date.
 - 5. It is the responsibility of the EMS agency to internally manage and replace the stock of expiring medication (with the exception of Controlled Substances as detailed below) and equipment in advance of the expiration date.

III. CONTROLLED SUBSTANCES

- A. Controlled substances should be carefully inspected daily and an inventory form should be signed and dated by each ALS company as per the Controlled Substance Requirements Policy.



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- B. Expiring Controlled Substances should be replaced within seven calendar days at the assigned Resource or Associate Hospital as defined in the Controlled Substance Requirements Policy.

- C. Any damage, loss, tampering or expired controlled substances should be immediately brought to the attention of the Resource Hospital EMS Coordinator and the EMS agency supervisor in verbal and written format. Findings will be forwarded to IDPH.