

Chapter: COUNTY OF SAN DIEGO EMERGENCY MEDICAL SERVICES
Key Words: Policy/Procedure/Protocol

SUBJECT: Supply and Resupply of Designated
EMS Agencies and Vehicles

POLICY NO: S-416
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DATE: July 1, 2016

AUTHORITY: Health and Safety Code, Division 2.5, Section 1797.202; and California Code,
Business and Professions Code, Section 4000 (et seq.).

I. PURPOSE

To provide a policy for agencies to procure, store, and distribute medical supplies and pharmaceuticals identified in the inventory.

II. BACKGROUND

A. Definitions

Dangerous Drugs and Devices: Any drug or device unsafe for self-use (e.g., IV solutions and medications carried on the Mobile Intensive Care Unit (MICU) inventory, and any drug or device bearing the legend, “Caution, federal law prohibits dispensing without prescriptions” or words of similar import.

III. POLICY

- A.** Each agency shall have a mechanism to procure, store, and distribute its own medical supplies and pharmaceuticals under the license and supervision of an appropriate Physician. An appropriate Physician is considered to be one of the following:
1. The Medical Director of the agency
 2. The County of San Diego, Emergency Medical Services (CoSD EMS) Medical Director
 3. The Medical Director of a contracted Base Hospital

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B. Mechanisms of procurement may include the following:

1. Procurement of pharmaceuticals and medical supplies through a legally authorized source, such as a pharmaceutical distributor or wholesaler.

C. Each agency shall have procedures in place for the procurement, transport, storage, and distribution of Dangerous Drugs and Devices.

D. If the agency requests the CoSD EMS Medical Director to assume responsibility for providing medical authorization for procuring Dangerous Drugs and Devices, these policies shall be reviewed and approved by the CoSD EMS Medical Director and shall include the following:

1. Identification (by title) of individuals responsible for procurement and distribution.
2. A determination of reasonable quantities of supplies and pharmaceuticals that must be maintained to resupply agencies.
3. Maintenance of copies of all drug orders, invoices, and logs associated with Dangerous Drugs and Devices for a minimum of three years.
4. Procedures for completing a monthly inventory of Dangerous Drugs and Devices, which includes:
 - a. Ensuring medications are stored in original packaging
 - b. Checking medications for expiration dates and rotating supplies for use prior to expiration
 - c. Properly disposing of expired medications
 - d. Returning medications to pharmaceuticals distributor if notified of a recall
5. Storage of drugs (other than those carried on a vehicle) that complies with the following:
 - a. Drugs must be stored in a locked cabinet or storage area.
 - b. Drugs may not be stored on the floor (storage of drugs on pallets is acceptable).
 - c. Antiseptics and disinfectants must be stored separately from internal and injectable medications.
 - d. Flammable substances (e.g., alcohol) must be stored in a metal cabinet in accordance with local fire codes.

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- e. Storage area is maintained within a temperature range that will maintain the integrity, stability, and effectiveness of drugs.
- 6. Agencies shall develop, implement, and maintain a quality assurance and improvement program that includes a written plan describing the program objectives, organization, scope, and mechanisms for overseeing the procurement, transport, storage, distribution, and administration of Dangerous Drugs and Devices.
- E. Agencies under the license and supervision of the CoSD EMS Medical Director shall have a written agreement with the CoSD EMS that is specific to the procurement, transport, storage, distribution, and administration of Dangerous Drugs and Devices.