

**EMS System Operations****Supply and Resupply of Designated EMS Agencies****Date: 07/01/2023****Policy #4000**

**I.**    **Authority:** California Health and Safety Code, Division 2.5, Chapter 4, Section 1797.202 and California Business and Professions Code, Division 2, Chapter 9, California Pharmacy Law, Section 4000, et seq.

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

**III. Definitions:**

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

**IV. 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 one of the following:

1. The Medical Director of the agency.
2. The Imperial County Emergency Medical Services (EMS) Agency Medical Director.

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.
2. Procurement of pharmaceuticals and medical supplies from a hospital that determines it has the legal authority to resell pharmaceuticals and supplies to an agency.

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

D. If agency requests the County of Imperial, 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 County of Imperial, 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 and invoices associated with Dangerous Drugs and Devices for a minimum of three years. Records may be maintained electronically.

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4. Procedures for completing a monthly inventory of Dangerous Drugs and Devices which includes:
    - i. Ensuring medications are stored in original packaging.
    - ii. Checking medications and supplies for expiration dates and rotating supplies for use prior to expiration.
    - iii. Properly disposing of expired medications.
    - iv. Distributing to agency vehicles.
    - v. Returning medications to a pharmaceutical distributor if notified of a recall.
  5. Storage of drugs (other than those carried on a vehicle) that complies with the following:
    - i. Drugs must be stored in a locked cabinet or storage area.
    - ii. Drugs may not be stored on the floor. (Storage of drugs on pallets is acceptable.)
    - iii. Antiseptics and disinfectants must be stored separately from internal and injectable medications.
    - iv. Flammable substances (e.g., alcohol) must be stored in accordance with local fire code.
    - v. Storage area is maintained within a temperature range that will maintain the integrity, stability and effectiveness of drugs according to manufacturer's recommendations.
  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 mechanism for overseeing the procurement, transport, storage, distribution and administration of Dangerous Drugs and Devices.
- E. Supply and medication shortages and supply interruptions:
7. Upon receiving notification from a vendor or supplier of a current or pending shortage or interruption of supplies and medications, each EMS Provider agency shall report the shortage or interruption to the Imperial County EMS Agency.
  8. Upon receiving notification from a provider agency, or by other means, the Imperial County EMS Agency will be responsible for notification to all EMS Provider Agencies within Imperial County.

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9. The Imperial County EMS Agency will coordinate with EMS System participants for the purpose of “Loaning” supplies and medications within the system if possible.
10. The Imperial County EMS Agency will coordinate with the Imperial County EMS Medical Director and EMS Provider Agencies to issue temporary EMS Directives altering treatment protocols affected by the shortage, including, but not limited to allowance for use of expired medications, limited use of medications, or use of alternative medications
11. All temporary EMS Directives will terminate once the shortage or supply interruption is adequately remedied.

APPROVED:

Signature on File

Katherine Staats, M.D. FACEP  
EMS Medical Director