

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: June 10, 2013
Topic: 6. Vehicles, Equipment & Facilities	Replaces: April 1, 2007
Subject: 10. Re-stocking of Medication Patient Care and Accessory Equipment	
Policy No. G.6.10.	Page 1 of 1

PURPOSE

To ensure Paramedics/EMAs know employment expectations regarding the re-stocking of medication, patient care and accessory equipment.

APPLICATION

Paramedics, EMAs

PROCEDURE

- 1) It is the responsibility of all Paramedics/EMAs to re-stock their respective Ambulance or Emergency Response Vehicle after every call **as per the Ambulance Medical Equipment Listing found attached to the Daily Activity Log**
- 2) In the event a piece of equipment is unavailable at the base, contact management to arrange for a replacement.
- 3) **Some equipment requires battery power. All batteries shall be charged according to manufacturer and service guidelines.**
- 4) All expired medication and medication that has been destroyed due to environmental issues is to be taken out of service and replaced. The following steps are to be used for the disposal of medication:
 - a) Complete a **“Symptom Relief Disposal” form**. Ensure that **drug description, quantity, date of expiry and submitter’s information has been documented.**
 - b) Place medication in a labelled, sealed package and forward to Second Ave. DSB office, EMS department for disposal.

REFERENCE