

Alton Fire & Rescue Department

Standard Operating Procedures (SOP)

SOG 2.4.1 IV/Drug Box Quality Control

PURPOSE: To insure the highest level of control and accountability over the IV/Drug box.

SCOPE: The Alton Fire/Rescue must maintain a high level of control and accountability over the various drugs and IV equipment carried in the IV/Drug box. The department must be able to account for any of these materials it uses. Because of this, a numbered tag system will be used to track the use and entrance into the IV/Drug box. With this system in place the department will be able to track when, where, and by whom access to the IV/Drug box has occurred.

SPECIFICS:

1. A list showing the name and number of items in the IV/Drug box will be created and secured to the inside cover of the box.
2. The contents of the box will be confirmed as meeting the list on the cover of the box and a numbered plastic tag will be attached to the box to seal it closed. The tag number, person applying it and the date will be recorded on the attached record sheet.
3. When an incident arises at which the IV/Drug box needs to be utilized the numbered tag will be broken and the necessary items will be used from the kit. Members authorized to break the numbered tag will be EMT-B personnel who have been trained in IV set up and EMT-I trained personnel.
4. At the conclusion of the incident the EMT-I performing patient care will make sure ALL items used from the IV/Drug box have been replaced and the contents match the list on the box cover.

5. A numbered tag will be attached to the box to seal it closed and the box will be placed back in service.

6. If the contents of the box can not be replaced or do not match the list on the cover of the box when it is sealed, the person sealing the box shall notify the EMS Lt. in writing of the items missing and the reason they were not replaced.

The IV/Drug box shall only be opened for an incident, training, and for periodic inspection by the EMS Lt. If the box is sealed with an intact numbered tag it does not have to be checked during the weekly truck check. The contents of the box should be accurate when it was last sealed. This system will require each member to be responsible for his/her actions and will only work if the members make it work.

DATE: Approved: 12/19/2005