

### **3.7.3 Emergency Medical Response Bag Inventory/Audit**

**(a) Policy**

California Department of Corrections and Rehabilitation and California Correctional Health Care Services shall maintain a procedure for auditing and restocking the Emergency Medical Response Bags. The contents of the bags are found on the Emergency Response Bag Checklist. Only those items on the checklist shall be kept in the bags.

**(b) Purpose**

To establish and maintain the appropriate emergency medical supplies in approved locations.

**(c) Responsibility**

The Chief Executive Officer and the Warden are responsible for implementation of this policy.

**(d) Procedure**

Implementation of this procedure shall ensure proper audit and documentation of Emergency Medical Response Bag usage.

(1) The institution shall develop an Local Operating Procedure to ensure:

(A) Identification of secure locations for all Emergency Medical Response Bags.

(B) Emergency Medical Response Bags are inspected to ensure that the seals are intact.

1. In the event seals are broken, the bags must be audited, fully restocked, and affixed with new seals.

2. An inventory of a sealed compartments is required monthly if the seal on a bag has not been broken and an inventory of that compartment has not been completed in the previous 30 days.

(C) Designation of staff to perform audits.

(D) Inspections occur on each watch where clinical staff is posted.

(2) Audit of the Emergency Medical Response Bag shall be documented on the Emergency Medical Response Bag Checklist. Signature of the auditor is required.

(3) Designated zippered compartments of each Emergency Medical Response Bag shall be sealed (compartment zippers together) with a numbered plastic seal.

(A) When the seal is broken a complete inventory of the contents is required and items are to be refilled or replaced according to the Emergency Medical Response Bag Checklist.

1. The bag shall be inventoried for designated supplies and equipment.

2. Items with expiration dates shall be checked to ensure all items within the bag are within expiration dates.

(B) Gloves and safety shears must be stored in the end-zippered pocket of the Emergency Medical Response bag.

1. The end-zippered pocket shall be left unsealed.

2. Visual inspection of the safety shears must be completed as part of the audit/inventory performed every shift.

(4) All Emergency Medical Response Bag Checklist(s) shall be submitted to the Emergency Medical Response Coordinator, or designee, on a monthly basis and reviewed for completeness.

**Revision History**

Effective: 08/2008

Revised: 07/2012