



VOLUME 4: MEDICAL SERVICES	Effective Date: 8/08
CHAPTER 12: EMERGENCY MEDICAL RESPONSE	Revision Date(s): 7/2/12
4.12.6: EMERGENCY MEDICAL RESPONSE BAG AUDIT/CHECKLIST PROCEDURE	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

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

II. PROCEDURE – EMERGENCY MEDICAL RESPONSE BAG AUDIT/CHECKLIST

A. The institution shall develop a Local Operating Procedure to ensure:

1. Identification of secure locations for all Emergency Medical Response Bags.
2. Emergency Medical Response Bags are inspected to ensure that the seals are intact.
 - a. In the event seals are broken, the bags must be audited, fully restocked, and affixed with new seals.
 - b. 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.
3. Designation of staff to perform audits.
4. Inspections occur on each watch where clinical staff is posted.

B. Audit of the Emergency Medical Response Bag will be documented on the Emergency Medical Response Bag Checklist. Signature of the auditor is required.

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

1. 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.
 - a. The bag will be inventoried for designated supplies and equipment.
 - b. Items with expiration dates will be checked to ensure all items within the bag are within expiration dates.
2. Gloves and safety shears must be stored in the end-zippered pocket of the Emergency Medical Response bag.
 - a. The end-zippered pocket will be left unsealed.
 - b. Visual inspection of the safety shears must be completed as part of the audit/inventory performed every shift.

D. 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.