

MEMORIAL EMS SYSTEM  
PREHOSPITAL POLICIES MANUAL



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PREHOSPITAL POLICIES MANUAL

**EMS Equipment &  
Supplies Policy**

Memorial EMS System providers must maintain response vehicles in a manner that will limit mechanical breakdown, provide a clean environment and be engineered for compliance with OSHA standards. Providers must also have minimum equipment and supplies specified by IDPH and the EMS Medical Director.

1. EMS providers shall notify the EMS Office and IDPH of any new or replacement vehicles (including temporary loaner vehicles).
2. Initial response vehicles (First Responder and BLS Non-transport units) shall be equipped and stocked in accordance with the IDPH *Non-Transport Vehicle Inspection Form*.
3. Ambulance (transporting) vehicles must meet general standards as specified on the IDPH *Ambulance Inspection Form* and be in compliance with the current recognized national standards for ambulances.
4. The addition of new equipment not listed on a specific EMS provider level checklist **requires approval by the EMS Medical Director**.



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**IDPH Non-Transport Supply List**



State of Illinois  
Illinois Department of Public Health

Emergency Medical Systems  
**Non-Transport Inspection Form**

Provider  Provider Number  V.I.N. (last four if applicable)   
Provider Address  City/State/Zip   
Phone Number  Contact E-mail   
Vehicle Type or Stationary Unit  Location/Address

Level of Care  ALS  ILS  BLS  FR Local ID  EMS System  Date   
 Initial  Annual  Self Inspection  Compliant  Waiver (attached)  
 Issue license  Reinspection required (non-life threatening equipment problems)  
 A condition has been identified that could result in harm to the public, this vehicle should be removed from service until corrections are made, a reinspection is conducted, and IDPH approves.

**Equipment**

- Adhesive tape rolls (2)
- Airways - Oropharyngeal airways (adult, child, infant)
- Airways - Nasopharyngeal airways (size 12-34 F w/lubricant)
- Bandages/ arm slings/triangular (2)
- Bandages/ roller, self adhering (4)
- Bandages/ sterile gauze pads (4x4) (10)
- Bandages/ Vaseline gauze (3"x 8") (1)
- Bandages/ trauma/universal dressings (2)
- Bandage scissors (1)
- Blanket (Mylar accepted) (1)
- Blood pressure cuffs (adult, child, infant) w/ gauges
- Burn Sheet (1)
- C-collars, adjustable or (1 each)-Adult Lg., Med., Sm., Child, Infant
- Cold Packs (2) and Warm packs (2)
- Communication equipment to contact hospital
- Defibrillator/AED - w/adult and pediatric pads
- Flashlight and Pen light
- Obstetrical Kit, sterile w/head cover (1)
- Oxygen equipment-adult, child infant masks (1 each)  
Cylinder must be minimum 1200 with O2 tank key attached
- Oxygen flowmeter/regulator for 15 lpm with delivery tubing
- Personal protective items - isolation bags (1), non-porous gloves (2), face/eye mask (2), gowns (2)
- Run report forms (5)
- Squeeze bag-valve-mask - adult bag with adult mask
- Squeeze bag-valve-mask - child, infant, and neonate mask
- Splinting devices (2)
- Sterile solution (1000cc) in plastic bottles or bags
- Stethoscope (1)
- Suction Device with tubing and sterile single use suction catheters, one from each size range, 6 - 8; 10 - 12; 14 - 18.
- ILS/ALS system approved equipment (medication storage box, airway equipment, monitor/defibrillator)**
- Meets temperature/environmental control standards for medication storage box.**

COMMENTS:

I verify that the information provided is true and correct to the best of my knowledge. I understand that misrepresentation of this information will constitute grounds to invalidate this inspection documentation and my result in loss of EMS provider licensure.

\_\_\_\_\_  
Pre-Hospital Care Provider/Owner or Representative Signature, Title and Date

\_\_\_\_\_  
EMS System Coordinator Signature and Date

\_\_\_\_\_  
Illinois Department of Public Health Representative Signature, Title and Date

IOCI 16-60

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**IDPH Ambulance Supply List**



State of Illinois  
Illinois Department of Public Health

**Emergency Medical Services (EMS) Systems  
Ambulance Inspection Form**

Provider \_\_\_\_\_ License No. \_\_\_\_\_

Garage Address \_\_\_\_\_

VIN \_\_\_\_\_ Level of Care \_\_\_\_\_ Local ID \_\_\_\_\_ EMS System No. \_\_\_\_\_

Inspection Type \_\_\_\_\_ Inspected By \_\_\_\_\_

Inspection Date \_\_\_\_\_ Inspection Status \_\_\_\_\_ Action \_\_\_\_\_

National Standard:  Federal Specifications for the Star of Life Ambulance  Ground Vehicle Standards for Ambulances  
 National Fire Protection Association

**Main (On-board) Oxygen Equipment (1-9)**

- [1] Main (on-board) Oxygen Cylinder is not empty   
Main oxygen cylinder volume (psi) \_\_\_\_\_
- [2] Adult size non-rebreather oxygen mask (min 1)
- [3] Child size oxygen mask (min 1)
- [4] Infant size oxygen mask (min 1)
- [5] Adult size nasal cannulas (min 2)
- [6] Child size nasal cannulas (min 2)
- [7] Child size oxygen mask or equivalent (min 1)
- [8] Infant size oxygen mask or equivalent (min 1)
- [9] Dial flowmeter/regulator for 15 lpm

**Portable Oxygen Equipment (10-19)**

- [10] Portable oxygen cylinder (minimum size 'D')   
Portable oxygen cylinder volume (psi) \_\_\_\_\_
- [11] Dial flowmeter/regulator for 15 lpm
- [12] Full spare portable oxygen cylinder (minimum size 'D')
- [13] Quick release, crash-stable, mounting bracket for portable oxygen cylinders
- [14] Adult size non-rebreather oxygen mask (min 2)
- [15] Child size non-rebreather oxygen mask (min 2)
- [16] Child size oxygen mask or equivalent (min 1)
- [17] Infant size oxygen mask or equivalent (min 1)
- [18] Adult size nasal cannulas (min 1)
- [19] Child size nasal cannulas (min 1)

**Suction & Airway Equipment (20-27)**

- [20] Onboard suction capable of obtaining 300mm HG within 4 seconds of clamping tubing
- [20a] Vacuum level can be adjusted
- [20b] Collection bottle holds 1000ml
- [20c] Wide bore suction tubing capable of reaching second patient being transported on squad bench
- [21] Portable battery operated suction capable of obtaining 300mm HG within 4 seconds of clamping tubing
- [21a] Wide bore suction tubing
- OR**
- [22] Manually operated suction device (IDPH approved)
- [23] Sterile, single-use suction catheters, two each size: 6, 8, 10, 12, 14, 18-French plus three tonsil tip semi-rigid pharyngeal suction tip catheters (with thumb suction control port)
- [24] Semi-rigid pharyngeal suction tips, with thumb suction control port, three(3)
- [25] Airway, Oropharyngeal - Adult, Child, Infant (sizes 0-5 or 50-100 mm)
- [26] Airway, Nasopharyngeal - sizes 14-34 French
- [27] Lubricant for nasopharyngeal airways

**Resuscitation Equipment (28-31)**

- [28] Adult squeeze bag-valve-mask ventilation unit with transparent adult mask (min 1)
- [29] Child size squeeze bag-valve-mask ventilation
- [29a] Child size transparent mask (minimum 1)
- [29b] Infant size transparent mask (minimum 1)
- [29c] New born size transparent mask (minimum 1)

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**Resuscitation Equipment (28-31) (continued)**

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| [30] Automated External Defibrillator (AED) with Adult and Pediatric Capability     | <input type="checkbox"/> | [55] Blood pressure cuff, infant                                | <input type="checkbox"/> |
| [30a] Adult AED Pads  | <input type="checkbox"/> | [56] Gauge(s) for blood pressure cuffs appropriately calibrated | <input type="checkbox"/> |
| [30b] Pediatric AED Pads  | <input type="checkbox"/> | [57] Stethoscopes (two per vehicle)                             | <input type="checkbox"/> |
| <b>OR</b>   |                          | [58] Flashlight, for patient assessment, minimum one (1)        | <input type="checkbox"/> |
| [31] Cardiac monitor capable of defibrillation, with Adult and Pediatric Capability | <input type="checkbox"/> | [59] Adequate lighting to allow patient assessment              | <input type="checkbox"/> |
| [31a] Adult AED Pads  | <input type="checkbox"/> | <b>Medical Supplies (60-83)</b>                                 |                          |
| [31b] Pediatric AED Pads  | <input type="checkbox"/> | [60] Trauma dressing Six (6)                                    | <input type="checkbox"/> |

**Extrication/Immobilization/Splinting Equipment (32-50)**

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| [32] Long spine board (72" x 16" min) with 3 sets of torso straps  | <input type="checkbox"/> | [61] Gauze pads (4" x 4"), sterile, Twenty (20)   | <input type="checkbox"/> |
| [33] Short spine board (32" x 16" min) with two (9-foot) torso straps, one chin strap and one head strap | <input type="checkbox"/> | [62] Bandages (Gauze pads), soft roller, self-adhering (4" x 5 yards), ten (10) rolls   | <input type="checkbox"/> |
| <b>OR</b>  |                          | [63] Vaseline gauze (3" x 8"), Two (2)  | <input type="checkbox"/> |
| [34] Vest type wrap around extrication device  | <input type="checkbox"/> | [64] Adhesive tape, two (2) rolls   | <input type="checkbox"/> |
| [35] Infant size rigid cervical collar (min 1)   | <input type="checkbox"/> | [65] Triangle bandages or slings, five (5)  | <input type="checkbox"/> |
| [36] Child size rigid cervical collar (min 1)  | <input type="checkbox"/> | [66] Bandage shears (min 1)   | <input type="checkbox"/> |
| [37] Small adult size rigid cervical collar (min 1)  | <input type="checkbox"/> | [67] Burn sheets (clean, individually wrapped), two (2)   | <input type="checkbox"/> |
| [38] Medium adult size rigid cervical collar (min 1)   | <input type="checkbox"/> | [68] Cold packs (3)   | <input type="checkbox"/> |
| [39] Large adult size rigid cervical collar (min 1)  | <input type="checkbox"/> | [69] Obstetrical kit, sterile (minimum 1, pre-packaged with instruments and bulb syringe)   | <input type="checkbox"/> |
| <b>OR</b>  |                          | [70] Material or device intended to maintain body temperature (i.e. aluminum foil, mylar blankets)  | <input type="checkbox"/> |
| [40] Rigid cervical collar adjustable to adult sizes (min 2)   | <input type="checkbox"/> | [71] Sterile solution (normal saline)- 500 cc (four per vehicle) or 1,000 cc (two per vehicle) plastic bottles or bags                    | <input type="checkbox"/> |
| [41] Rigid cervical collar adjustable to pediatric sizes (min 2)   | <input type="checkbox"/> | [72] Drinking water, 1 quart in non-breakable (may substitute 1000 cc sterile water)  | <input type="checkbox"/> |
| [42] Lower Extremity Traction Splint (adult)   | <input type="checkbox"/> | [73] Epinephrine, adult   | <input type="checkbox"/> |
| [43] Lower Extremity Traction splint, (child)  | <input type="checkbox"/> | [74] Epinephrine, pediatric   | <input type="checkbox"/> |
| [44] Extremity splints, adult, 2 long  | <input type="checkbox"/> | [75] Opioid antagonist, including, but not limited to, Naloxone, with administration equipment appropriate for the licensed level of care | <input type="checkbox"/> |
| [45] Extremity splints, adult, 2 short   | <input type="checkbox"/> | [76] Pediatric equipment/drug dosage sizing tape  | <input type="checkbox"/> |
| [46] Extremity splints, pediatric, 2 long  | <input type="checkbox"/> | <b>OR</b>   |                          |
| [47] Extremity splints, pediatric, 2 short   | <input type="checkbox"/> | [77] Pediatric equipment/drug age/weight chart  | <input type="checkbox"/> |
| [48] Medical grade patient restraints, 2 pair (arm and leg) for 4-point restraint                        | <input type="checkbox"/> | [78] Pediatric trauma score reference   | <input type="checkbox"/> |
| [49] Wrecking bar (24" min)  | <input type="checkbox"/> | [79] Adult trauma score reference   | <input type="checkbox"/> |
| [50] Goggles   | <input type="checkbox"/> | [80] Emesis basin/Emesis bag (min 1)  | <input type="checkbox"/> |

**Assessment Equipment (51-59)**

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| [51] Pulse oximeter with pediatric and adult sensors | <input type="checkbox"/> | [81] Bedpan, one (1)   | <input type="checkbox"/> |
| [52] Blood pressure cuff, Large adult                | <input type="checkbox"/> | [82] Urinal, one (1)   | <input type="checkbox"/> |
| [53] Blood pressure cuff, adult                      | <input type="checkbox"/> | [83] Pediatric specific restraint systems or age/size appropriate car safety seats | <input type="checkbox"/> |
| [54] Blood pressure cuff, child                      | <input type="checkbox"/> |  |                          |

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**Personal Protective Equipment (84-86)**

- [84] Impermeable biohazard-labeled isolation bag (min 1)
- [85] Nonporous disposable gloves
- [86] Face protection through any combination of masks and eye protection and face shields

**Linens (87-88)**

- [87] Blankets (min 2)
- [88] Sheets (min 2)

**Communication (90-94)**

- [89] Ambulance emergency run reports with data required by IDPH, (minimum 10)

**OR**

- [90] Electronic documentation with paper backup
- [91] Ten disaster triage tags
- [92] Illinois Poison Center telephone number
- [93] IDPH Central Complaint Registry telephone number (must be posted where visible to patient)
- [94] Ambulance-to-Hospital radio tested and working

**Safety/General Vehicle (95-104)**

- [95] State-approved Mass Casualty Incident (MCI) triage algorithms (START/JumpSTART)
- [96] Patient area is clean
- [97] Equipment in patient area is secured/crash-stable
- [98] Flashlight (min 1)
- [99] Fire extinguisher (5 pound ABC with current service tags, mounted in quick release brackets, one mounted in driver compartment and one in patient compartment)
- [100] Emergency warning lights operational
- [101] Siren operational
- [102] Flood lights operational
- [103] Current IDOT-issued Safety Inspection sticker on windshield   
Expiration Date \_\_\_\_\_
- [104] No visually apparent issues which would compromise the safety of the patient, the ambulance personnel or the public

**Inspection Comments**

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**Combined IDPH and  
MEMS Supply List**

Item	Non-Transport					Transport		
	FR	BLS	TEMS	ILS	ALS	BLS	ILS	ALS
Wheeled multi-level cot w/ 3 sets of straps & shoulder harness						1	1	1
Three-Point fastener for cot						1	1	1
Cot fits securely in fastener						1	1	1
Secondary stretcher w/ 3 sets of straps						1	1	1
Infant oxygen mask	1	1	1	1	1	2	2	2
Adult nasal cannula	2	2	2	2	2	4	4	4
Child nasal cannula						4	4	4
Adult BVM	1	1	1	1	1	1	1	1
Child BVM	1	1	1	1	1	1	1	1
Infant BVM w/ Neonate Mask	1	1	1	1	1	1	1	1
Oropharyngeal airway kit size 00-5	1	1	1	1	1	1	1	1
Nasopharyngeal airway kit (12-34F) with Lubricant	1	1	1	1	1	1	1	1
Adult nebulizer mask		2	2	2	2	2	2	2
Pediatric nebulizer mask		1	1	1	1	1	1	1
Nebulizer kits		2	2	2	2	2	2	2
iGel size 3, 4, 5 each		1	1	1	1	1	1	1
iGel size 1, 1.5 each					1			1
iGel size 2, 2.5 each				1	1		1	1
Salem sump tube 16-18 Fr w/ 60 mL Cathereter tip syringe								1
Pair Magill forceps				1	1		1	1
Bougie				1	1		1	1
Laryngoscope handle				1	1		1	1
Laryngoscope blades-straight (sizes 1-4), each				1	1		1	1
Laryngoscope blades-curved (sizes 1-4), each				1	1		1	1
Cuffed endotracheal tubes (sizes 6.0-8.5), each				1	1		1	1
Spare Laryngoscope handle batteries				1	1		1	1
Adult end-tidal CO2 detector				1	1		1	1
Commercial ETT holder				1	1		1	1
10 mL syringe				1	1		1	1
Adapter for ETT Albuterol administration				1	1		1	1
Pediatric Magill forceps					1			1
Small laryngoscope handle					1			1
Un-cuffed ET tubes (size 2.5-5.5), each					1			1
Pediatric end-tidal CO2 detector					1			1
Commercial pediatric ETT holder				1	1		1	1
PEEP Valve devices (adjustable)								1
CPAP circuits					2			2
Chest decompression Needles 10g-14g 3.25 inch minimum length (2 total)			2		2			2
Blood pressure cuff, large adult						1	1	1
Blood pressure cuff, adult	1	1	1	1	1	1	1	1
Blood pressure cuff, child	1	1	1	1	1	1	1	1
Blood pressure cuff, infant	1	1	1	1	1	1	1	1
Gauge(s) for blood pressure cuffs calibrated	1	1	1	1	1	1	1	1

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**Combined IDPH and  
MEMS Supply List**

Item	Non-Transport					Transport		
	FR	BLS	TEMS	ILS	ALS	BLS	ILS	ALS
Stethoscopes	1	1	1	1	1	2	2	2
Penlight, or non-LED flashlight	1	1	1	1	1	1	1	1
Long spine board w/ three sets of torso straps	1	2	2	2	2	2	2	2
Spinal Board Straps/Spider Straps	1	2	2	2	2	2	2	2
Short spine board with 2 torso straps, 1 child strap & 1 head strap						1	1	1
<b>OR</b> Vest type wrap around extrication device (KED)						1	1	1
Rigid cervical collar adjustable to adult sizes (minimum 1)	2	2	2	2	2	2	2	2
Rigid cervical collar adjustable to pediatric sizes (minimum 1)	2	2	2	2	2	2	2	2
CID/Head block/towel rolls	1	2	2	2	2	2	2	2
Traction splint, adult						1	1	1
Traction splint pediatric						1	1	1
Extremity splints / Sam splints, adult (long)	2	2	2	2	2	2	2	2
Extremity splints / Sam splints, adult (short)	2	2	2	2	2	2	2	2
Extremity splints, pediatric (long)	2	2	2	2	2	2	2	2
Extremity splints pediatric (short)						2	2	2
SAM pelvic sling		1		1	1	1	1	1
Restraints (pair)				2	2	2	2	2
IV catheters (22g-14g) each			2	2	2		2	4
Saline locks			2	2	2		2	2
10ml Pre-filled saline flushes			5	5	5		5	5
Tubex syringe				1	1		1	1
Hypodermic needles (18g & 25g), each		3	3	5	5	3	5	5
IV start Kits or equivalent			5	5	5		5	5
IV tubing 10gts			2	2	2		2	4
IV tubing 60gts					1			2
0.22 Micron filter					1			1
0.9% Normal Saline (1,000 ml bags)			2	2	2		4	4
Syringes (30 & 60 ml) each				1	1		1	1
Syringes (1,3, & 10ml) each		2	2	3	3	2	3	3
Jamshidi IO needle					1			1
EZ-IO drill				1	1		1	1
Bariatric (15g 45mm) EZ-IO				1	1		1	1
Adult (15g, 25mm) EZ-IO				1	1		1	1
Pediatric (15g, 15mm) EZ-IO				1	1		1	1
Thermomter with disposable cover probes.						1	1	1
Sharps container	1	1	1	1	1	1	1	1
Alcohol preps	10	10	10	10	10	10	10	10
Atomizer syringes or adaptors	1	2	2	2	2	2	2	2
Sterile solution (saline/water) in plastic bottles 1000ml or equiv	1	1	1	1	1	2	2	2
Drinking water, one quart or 1,000 ml sterile water						1	1	1
Epinephrine, adult	1	1	1	1	1	1	1	1
Epinephrine, pediatric	1	1	1	1	1	1	1	1



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**Combined IDPH and  
MEMS Supply List**

Item	Non-Transport					Transport		
	FR	BLS	TEMS	ILS	ALS	BLS	ILS	ALS
Main (on-board) oxygen cylinder not empty						1	1	1
Portable oxygen cylinder: (minimum size "D")	1	1	1	1	1	1	1	
Dial flowmeter / regulator for 15 lpm	1	1	1	1	1	1	1	
Full spare portable oxygen cylinder (minimum size "D"), crash stable						1	1	1
Quick-release, crash-stable mounting racket for portable cylinders						1	1	1
Pediatric trauma score/ Broslow - <b>Current</b> with Pedi Trauma Score				1	1	1	1	1
Automated External Defibrillator (AED) with adult & pediatric capability	1	1	1			1		
Adult AED/ Defib pads pads	1	1	1	1	1	1	1	1
Pediatric AED/ defib pads	1	1	1	1	1	1	1	1
Cardiac monitor: 12-lead, defib, adult & pedi, capnography & transmit		opt.		1	1	opt.	1	1
Battery charger or spare battery for AED/ Defib	1	1	1	1	1	1	1	1
thermomter with disposable cover probes.					1	1	1	1
Pulse O <sub>2</sub> Adult/Pedi probes	1	1		1	1	1	1	1
Obstetrical kit, sterile	1	1	1	1	1	1	1	1
Thermal absorbant blanket with head cover <b>OR</b> aluminum foil/ heat reflective material	1	1	1	1	1	1	1	1
<i>Emergency Childbirth Record Forms</i>	1	1	1	1	1	1	1	1
Glucometer w/ 1 bottle strips		1	1	1	1	1	1	1
Safety lancets		10	10	10	10	10	10	10
Testing solution 1 bottle		1	1	1	1	1	1	1
Glucometer log		1	1	1	1	1	1	1
Onboard suction: obtain 300 mmHg w/ 4 sec. clamped, sadjustable, 1,000 mL container						1	1	1
Packages suction tubing	1	1	1	1	1	2	2	2
Portable battery operated suction: obtain 300 mmHg w/ 4 sec clamped		1	1	1	1	1	1	1
<b>OR</b> Manually operated suction device (IDPH approved)	1	1	1	1	1	1	1	1
Sterile, suction catheters, sizes: 6-18, every size						2	2	2
Sterile, suction catheters, sizes 6-8, 10-12, and 14-18, 1 per range	1	1	1	1	1			
Sterile semi-rigid pharyngeal suction tips				1	1	3	3	3
Trauma dressings (12" x 30")	2	2	2	2	2	6	6	6
Gauze pads 4" x 4", sterile	10	10	10	10	10	20	20	20
Gauze, soft, self-adhering (4" x 5 yards)	4	4	4	4	4	10	10	10
Vaseline gauze (3x8)	1	1	1	1	1	2	2	2
Hemostatic gauze or rolled guaze for wound packing	1	1	1	1	1	1	1	1
Combat Application Tourniquet	1	1	1	1	1	1	1	1
Adhesive tape	2	2	2	2	2	2	2	2
Triangle bandages or slings	2	2	2	2	2	5	5	5
Bandage/Trauma shears	1	1	1	1	1	1	1	1
Burn sheets wrapped individually	1	2	2	2	2	2	2	2
Hot packs	2	2	2	2	2	2	2	2
Cold packs	2	2	2	2	2	3	3	3
Wrecking bar (24" minimum)						1	1	1
Goggles						1	1	1
Adequate lighting to assess patient						1	1	1

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MEMS Supply List**

Item	Non-Transport					Transport		
	FR	BLS	TEMS	ILS	ALS	BLS	ILS	ALS
Electric clock w/ sweep second hand						1	1	1
Latex allergy kit (non-latex gloves, BP cuff sleeve, stethoscope)						1	1	1
Emesis basin or bag						1	1	1
Bedpan						1	1	1
Urinal						1	1	1
Pediatric specific restraint systems or age/ size appropriate care safety seats						1	1	1
Kleenex or toilet tissue						1	1	1
Impermeable biohazard-labeled isolation bag	1	1	1	1	1	1	1	1
Nonporous disposable gloves 1 box each small, medium & large	1	1	1	1	1	1	1	1
Face masks w/ eye protection or mask/ protective eyewear comble	1/staf	1/staf	1/staff	1/staf	1/staf	1/staf	1/staf	1/staf
Isolation gowns	1/staf	1/staf	1/staff	1/staf	1/staf	1/staf	1/staf	1/staf
Pillows w/ cases						2	2	2
Sheets						2	2	2
Blankets	1	1	1	1	1	2	2	2
Towels						4	4	4
Ambulance emergency run reports w/ data required by IDPH	5	5	5	5	5	10	10	10
Electronic documentation w/ paper backup						1	1	1
Illinois Poison Center Number						1	1	1
IDPH Central Complaint Hotline number (must be visible to patient)						1	1	1
Ambulance-hospital radio tested & working	1	1	1	1	1	1	1	1
Cell phone						1	1	1
Patient area clean						x	x	x
Equipment in patient area secured/crash-stable						x	x	x
Flashlight	1	1	1	1	1	1	1	1
Fire extinguishers (5 pound ABC, 2 w/ current service tag)						2	2	2
Emergency warning lights operational						x	x	x
Siren operational						x	x	x
Flood lights operational						x	x	x
Current Illinois DOT issued safety inspection sticker on windshield						x	x	x
No visually apparent issues that would compromise safety						x	x	x

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**EMR and BLS Medication List**

**EMR Medications – *Minimum Requirements***

<i>Unit Stock</i>	<i>Medication</i>	<i>Supplied</i>
2	Narcan	2mg/mL pre-filled syringe

**BLS Medications – *Minimum Requirements***

<i>Unit Stock</i>	<i>Medication</i>	<i>Supplied</i>
3	Albuterol (Proventil)	2.5 mg/ 3 mL unit dose
4	Aspirin (ASA)	4 – 81mg OR 1 bottle chewable tablets
2	Epinephrine	1: 1,000 mg- 1 mL vials
1	Glucagon	1mg & diluent unit dose
1	Nitroglycerin (NTG)	1 bottle – 0.4mg
3	Oral Glucose	15g tube
2	Narcan	2mg/mL pre-filled syringe
1	Zofran (ODT)	4 mg ODT tablets

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**ILS Medication List**

**TEMS & Rescue Department Specific Medications- *Elective* Requirements**

<i>Unit Stock</i>	<i>Medication</i>	<i>Supplied</i>
1	Atropine	8 mg/20 mL
2	Benadryl (Diphenhydramine)	50mg/1mL vial
1	Cyanokit	5 g vial

**ILS Medications – *Minimum Requirements***

<i>Unit Stock</i>	<i>Medication</i>	<i>Supplied</i>
3	Adenocard (Adenosine)	6mg/2mL vial
3	Albuterol (Proventil)	2.5mg/3mL unit dose
1	Aspirin (ASA)	4 – 81mg chewable tablets
3	Atropine	1mg/10mL pre-filled syringe
2	Atrovent (Ipratropium)	0.5mg/2.5mL unit dose
2	Dextrose 10%	250 mL infusion
6	Epinephrine 1:10,000	1mg/10mL pre-filled syringe
2	Epinephrine	1: 1,000 mg- 1 mL vials
1	Glucagon	1mg & diluent unit dose
4	Lidocaine	100mg/5mL pre-filled syringe
2	Narcan (Naloxone)	2mg/2mL prefilled syringe
1	Nitroglycerin (NTG)	1 bottle – 0.4mg
1	Ondansetron (Zofran)	4 mg ODT tablets
1	Ondansetron (Zofran)	4 mg/ 2 mL vial
<i>Controlled Substance Container</i>		
2	Versed (Midazolam)	10mg/2mL vial
1	Fentanyl	100mcg/2mL vial

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**ALS Medication List**

**ALS Medications – Minimum Requirements**

<i>Unit Stock</i>	<i>Medication</i>	<i>Supplied</i>
3	Adenocard (Adenosine)	6mg/2mL vial
3	Albuterol (Proventil)	2.5mg/3mL unit dose
3	Amiodarone	150 mg/3 mL with 100 mL D5W for infusion
1	Aspirin (ASA)	4 – 81mg chewable tablets
3	Atropine	1mg/10mL pre-filled syringe
2	Atrovent (Ipratropium)	0.5mg/2.5mL unit dose
2	Benadryl (Diphenhydramine)	50mg/1mL vial
1	Calcium Gluconate	1gm/ 10mL vial
2	Dextrose 10%	250 mL infusion
1	Dopamine	400mg/250mL in D5W
2	Epinephrine 1:1000	1: 1,000 mg- 1 mL vials
6	Epinephrine 1:10,000	1mg/10mL pre-filled syringe
1	Glucagon	1mg & diluent unit dose
1	Hurricaine 20%	5 mL bottle
4	Lidocaine	100mg/5mL pre-filled syringe
2	Narcan (Naloxone)	2mg/2mL ampule
1	Nitroglycerin (NTG)	1 bottle – 0.4mg
1	Ondansetron (Zofran)	4 mg ODT tablet
1	Ondansetron (Zofran)	4mg/ 2 mL vial
2	Sodium Bicarbonate	50 mEq/50mL pre-filled syringe
1	Tranexamic Acid/ TXA	1gm/10mL
<i>Controlled Substance Container</i>		
2	Fentanyl	100mcg/2mL vial
1	Ketamine	500mg/10mL
2	Morphine	4mg/1mL tubex
2	Versed (Midazolam)	10mg/2mL vial

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**Controlled Substance Policy**

The Memorial EMS System recognizes the importance of medications carried on the ambulances in relationship to patient care. It is also important to understand the risks involving the potential abuse and addiction of controlled substances and to have tracking mechanisms in place.

1. All controlled substances will be kept inside each ambulance/apparatus within the drug box (preferably) or designated cabinet.
2. At the beginning of a shift, the on-coming Paramedic (or Intermediate at the ILS level) will verify that the controlled substance tag is secure and the tag number is to be verified with the log.
3. If the tag is **not** intact or the number is not verifiable for **any** reason, a complete inventory should be taken immediately, a supervisor shall be notified and an incident report will be completed and forwarded to the Memorial EMS Office.
4. Controlled substances shall be available for inspection by IDPH, Memorial EMS office, or any other authorized individual.
5. Each usage of a controlled substance must be documented on the proper "Controlled Substance Usage Log". All of the following information is to be completed:
  - Date of administration
  - Time of administration
  - Old tag number
  - New tag number
  - FIN & Destination
  - Drug & dose given
  - Drug amount wasted
  - Total amount of drug
  - Paramedic signature (or intermediate signature at the ILS level)
  - Witness signature (RN or MD at the receiving hospital)
6. The controlled substances shall be inspected once a month. This inspection will be documented with the old and new tag number. Any discrepancies (e.g. missing medication, broken seals, etc.) should be reported to a supervisor immediately. If no problems are found, the log will be signed and witnessed.

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**Controlled Substance Policy**

7. By signing the log (at ALS agencies), the Paramedic is ensuring that the following controlled substances are secure:
  - **2 – Fentanyl 100mcg/2mL vial**
  - **2 – Morphine 4mg/1mL tubex**
  - **2 – Versed 10mg/2mL vial**
  - **1 – Ketamine 500mg/10ml vial**
  
8. By signing the log (at the ILS level), the Advanced EMT is ensuring that the following controlled substances are secure:
  - **2 – Versed 10 mg/2 mL vial**
  - **1- Fentanyl 100mcg/2mL vial**
  
9. Any controlled substance that has not been administered must be properly disposed of. The amount wasted must be noted on the log and witnessed by a nurse or physician at the receiving hospital.
  
10. Controlled substances (e.g. Fentanyl, Morphine, Versed, Ketamine) should be restocked at the receiving hospital if possible. The EMS agency may be billed for restocked controlled substances.
  
11. At the end of each shift, the paramedic (or intermediate at the ILS level) will verify that the controlled substance tag is secure and the tag number matches the log. Any new tag number must be documented on the log.
  
12. The controlled substance shift log form will be changed at the end of each month. Thus, a new log will be started on the 1<sup>st</sup> day of each month.

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Controlled Substance Usage Log

Date	Time	Old Tag #	New Tag #	FIN & Destination	Drug/ Dose	Waste/ Transfer	Total	Nurse/ EMT-I/P Signature	EMT-I/ Paramedic Signature



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**Drug Shortage Policy**

Due to the demand, expirations and other limiting factors, drug shortages seem to be a reality of the medical world in which we function. While seeking other supply options should always be explored there are times when shortages of desired medications cannot be alleviated and alternatives must be used. It would be impossible to plan for all possible shortages within this protocol manual. Instead providers must be ever aware that this issue exists and be attentive that attempts to address such shortages may be more or less obvious to providers. Therefore, providers must always be alert when pulling medications and verify the **six rights** before administering any medication. The following steps shall be followed:

1. In the event of a known or anticipated shortage the pharmacy will contact the EMS Office with the drug affected by the shortage and anticipated time frame of the shortage. A staff pharmacist and the EMS Medical Director will discuss the situation and develop a plan for responding to the shortage. This plan could include:
  - a. Changing the concentration of a drug that is already used by EMS. (I.e. EMS carries Morphine 4mg/4mL but instead will be given 10mg/1 mL.)
  - b. Using a different concentration such that the drug will be given differently. (I.e. Dextrose 50% is not available but D10 will be given to be infused over 15 minutes.)
  - c. Using an alternative drug concentration that can be reconstituted to make the unavailable drug. (i.e. Giving Epi 1:1,000 and 10 mL of Normal Saline with directions for making Epi 1:10,000)
  - d. Giving a replacement drug. (I.e. Lidocaine is not available but Amiodarone is. Amiodarone is provided with training given to all affected agencies.)
  - e. Not replacing a drug that is affected by shortage. (I.e. Narcan is affected by shortage; but no suitable replacement is available. Treatment would need to proceed to next step in protocol sequence.)
2. This plan will be communicated to all affected agencies and include any necessary training information.
3. This plan will be communicated to all affiliated hospital pharmacies.
4. Notice will be posted at the Pyxis where EMS providers obtain their medications.
5. When the shortage is over notice will be given to all affected agencies and previously posted, notices will be removed from the refill areas.