

EMERGENCY DEPARTMENT POLICIES		
<b>SUBJECT:</b>	Location, Storage and Procurement of Medications, Supplies and Equipment in the Emergency Department	NO. 33 PAGE NO. 1 of 2

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Patient Population

Neonate	√
Pediatric	√
Adolescent	√
Adult	√
Geriatric	√

**POLICY:**

Appropriate medications, supplies and equipment are available in the Emergency Department at all times to facilitate the delivery of emergency care.

**PROCEDURE:**

1. A storeroom is maintained in the Emergency Department by the Operations Coordinator.
2. Each area of the Emergency Department is supplied with the appropriate equipment based on its specialized needs.
3. The Emergency Department storeroom is re-supplied on an ongoing basis from General Stores, CSS, Media Room (East Bldg., 8<sup>th</sup> & 9th Floor), and outside vendors, by the Operations Coordinator.
4. Request for ED items out of stock should be directed to the Operations Coordinator or Charge Nurse.
5. Request for items not stocked by the Emergency Department may be directed to the Operations Coordinator, Clinical Nurse Manager, Clinical Coordinator, or Assistant Administrator on duty who will assist.
6. IV solutions and dressings are parstocked 3 times/week by a General Store Representative.
7. Linen is parstocked twice daily by a representative from Laundry.
8. Culture media is picked up by the Operations Coordinator two times/week or as needed from Atran 5th Floor lab.
9. Instruments are picked up daily in the morning by Central Sterile Processing Aides. The ED-owned equipment is hand delivered and retrieved by the Operations Coordinator.
10. Ordering of storeroom supplies is done by the Operations Coordinator on Tuesday, and received on Thursday.
11. Nourishments are delivered every other day (odd day of the week) by the dietary personnel.

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12. Medications are ordered three times/weekly by the Operations Coordinator according to the ED formulary.
13. Non-formulary medications are ordered on a patient specific requisition.
14. Controlled drugs are stored in the Pyxis machines and are refilled weekly by the pharmacy.
15. Controlled drugs needed on an emergency basis are obtained from the pharmacy by a registered nurse.
16. Additions or deletions to the list of medications or ED formulary will be made in consultation with Clinical Staff, Clinical Nurse Manager and Operations Coordinator.