
 Rainy River District Social Services Administration Board	SECTION: Land Ambulance
	POLICY TITLE: Symptom Relief Equipment/Kit Check
ORIGINAL DATE: February, 2008	POLICY AREA: Operations
REVISION DATE: August, 2016	POLICY NO: LA – 4.12
NEXT REVIEW DATE: September, 2019	APPROVED BY: 

Policy

The Rainy River District Social Services Administration Board (RRDSSAB) ensures that mandatory Symptom Relief Equipment/Kit checks are completed on a weekly basis and as necessary by Paramedics. This ensures equipment, supplies and medications meet all requirements, in accordance with:

- a) *Ontario Regulation 257/00, General*, as amended; and
- b) *Northwest Region Base Hospital Policies & Procedures*, as amended.

Procedure

1. Paramedics complete a Symptom Relief Equipment/Kit Check and restocks necessary items:
 - a) each time the Symptom Relief Kit is used or the seal is broken; and
 - b) every Monday morning.
2. Paramedics ensure they complete a *Symptom Relief Equipment Checklist* each time they conduct a Symptom Relief Equipment/Kit check.
3. The Symptom Relief Equipment/Kit identification number and respective vehicle identification number must be identified on the *Symptom Relief Equipment Checklist*.
4. Spare vehicles containing a Symptom Relief Equipment/Kit are to be checked on Monday by the dayshift crew.
5. Once completed, the *Symptom Relief Equipment Checklist* is submitted either electronically or in the base lockbox.

6. Expiring medications are removed by the Paramedic and replaced, at least one (1) week prior to reaching the expiry date.
7. If a Paramedic discovers an expired medication, it is immediately removed, replaced and an operational impact will be completed.
8. The Paramedics secure expiring medications in the locked drug cabinet at that base.
9. The Deputy Chief, on the next scheduled visit, will remove expiring/expired medications and return them to the Fort Frances Base.
10. The Deputy Chief ensures that expired/expiring medications are secured in the Paramedic Clerk's drug cabinet and retained for disposal or training.
11. Once sufficient quantities for disposal are reached, the Deputy Chief(s) transports expired medications to the hospital or local pharmacy for disposal.
12. All Symptom Relief Equipment/Kits are sealed with a plastic seal after checking and/or restocking.