



1-For-1 Restock Guidelines

1. If possible, **restock from Gold Cross Ambulance** 1 for 1 on scene. This is the best and easiest option for restocking.
2. If **unable to restock from Gold Cross** document consumable in Image Trend and retrieve from the station supply cabinet.
3. If you have **posted your report in Image Trend and forgot a supply**. Retrieve item from Medical Cabinet and fill out a Jot Form at Fire Home-Forms-Medical -Medical Supplies.
4. If you find you are **missing an item** on your daily checks. Retrieve item from Medical Cabinet and fill out a Jot form.
5. If you have **expired** items that need to be replaced. Remove them from your medical box and place them in the expired bin, fill out a Jot Form to identify the expired items and then retrieve replacements from your cabinet.
6. If you need **supplies for training**, please try and notify the Medical Division to see if we have any expired or used supplies before accessing the cabinet. If supplies are used from the cabinet fill out a Jot Form.
7. If you need supplies in the event of **personal injury**, use what you need from the station and fill out a Jot Form and then follow the policy regarding being injured on the job.
8. If you are **not sure** fill out a Jot Form or email Medical Division.
9. If you are **out of stock** in your cabinet email Medical Division and retrieve it from another station, fill out a Jot Form and document the station the item was taken from and include a note regarding the issue at your station.
10. If you need a **durable item** such as Stethoscopes, BP cuffs, Safety Glasses or you need Gloves fill out a Jot Form and medical will bring those as soon as possible.
11. Anytime you access the Station Medical Cabinet it **must be documented in Image Trend or Jot Form**.