



# Rappahannock Emergency Medical Services Council, Inc.

*Serving Caroline, Colonial Beach, Culpeper, Fauquier, Fredericksburg,  
King George, Orange, Rappahannock, Spotsylvania, and Stafford*

## MEMORANDUM

TO: All REMS Council EMS Agencies and Pharmacies

FROM: Kelsey Rideout, Performance Improvement Specialist  
Rappahannock Regional Office of EMS

DATE: June 30, 2022

SUBJECT: REMS Regional Medication Box Quarterly Inventory Check

The Rappahannock EMS Council Regional Pharmacy Committee has instituted a quarterly inventory of all pharmacy issued medication boxes, narcotics kits, and STAT kits. This quarterly inventory will include all REMS EMS Agencies and Pharmacies, in order to maintain accountability of the boxes in our region and comply with the February 2022 BOD-approved Standard Operating Guidelines (SOG) for Medication and Narcotic Accountability and Control. This inventory will utilize a standardized tracking form (see attached), and should be returned in electronic format to Kelsey Rideout at [rems@vaems.org](mailto:rems@vaems.org) by close of business on the same day. **The third quarter inventory will occur on Friday, July 8th at 0900.** It is important that all EMS agencies and pharmacies complete the inventory at the same date and time so an accurate count is made.

<b>Required to complete:</b>	<b>Must inventory/inspect:</b>
REMS Region Pharmacies	Pharmacy issued regional medication boxes only
REMS EMS Agencies	Pharmacy issued regional medication boxes, narcotic kits, and STAT kits

Quarterly inventory submission will include validation of the following:

1. Seal number matches the last documented number on the medication kit card
2. Medication box content is in date
3. No significant damage to the box, plastic sleeves, handle or lock clasp
4. Medication box numbers are present and legible
5. If discrepancies or damaged kits are noted, contact the REMS Council office immediately for further instruction.

If you have any questions or concerns, please feel free to contact Kelsey Rideout at 540-373-0249. We welcome your comments or other feedback on how to serve you better. Thank you for your professionalism and dedication to the regional EMS system.



