

WHITING FORENSIC HOSPITAL

Nursing Policy and Procedure Manual

SECTION E: INFECTION CONTROL CHAPTER 22: INFECTION CONTROL MEASURES

POLICY & PROCEDURE 22.1.1: MONITORING CENTRAL SUPPLIES

Standard of Practice

Nursing will ensure that central supplies are current and that the packaging is intact.

Standard of Care

The patient can expect to have necessary supplies available that are in good condition and are within their current span of use.

Policy

Supplies that carry an expiration date will be ordered from Central Supply and monitored for intact packaging and expiration dates.

Procedure

1. A nurse is designated to order medical supplies and licensed or unlicensed nursing staff will order other central supplies on a weekly basis or more frequently if needed.
2. Prior to ordering new supplies, the designated staff member checks the integrity of the packaging and the expiration dates of supplies in stock. Supplies that have expired or have compromised packages (torn, yellowed, dry and cracking or exposed to moisture) are discarded and replacements are ordered. This monitoring is also done on a weekly basis or more frequently if needed.
3. The designated staff member also orders replacements for supplies in use that have an expiration date within the next two weeks.
4. The designated staff member, who restocks the new supplies, removes expired supplies before putting away the new supplies.

5. The designated staff member receiving the ordered supplies rotates the stock to ensure that those with earlier expiration dates are placed on the shelf in front of those with later expiration dates.
6. A designated night shift nurse or staff member checks the supplies on a weekly basis, removes expired and/or damaged supplies and communicates the need to reorder the supplies to the day shift charge nurse.