**Model Procedure for Evaluating & Recording Inventory**

* Each month the medical assistant does an inventory of all medications, vaccines, needles and syringes.
* The number of bottles, pills, needles, and/or syringes is documented with the expiration date.
* The medications are separated by look-alike sound-alike and high risk medications.
* A separate inventory was done on an emergency kit which was a locked portable box.
* Quarterly the infection control manager reviews the document and checks the inventory.
* Annually a contracted pharmacist reviews the documents and checks the inventory.
* The School-Based Health Program Manager spot checks inventory as appropriate.

Used in conjunction with *Emergency Kit Supplies* document and *School Based Health Floor Stock Medication* document

Note: This was developed by a small organization with the resources necessary to follow these procedures. Larger organizations or those with limited staff could adapt as necessary.