



Personal Protective Equipment (PPE) Tracking Sheets

The following procedure must be adhered to when distributing and tracking personal protective equipment (PPE).

Procedure:

1. All excess inventory of PPE must be secured in Supervisor's office.
2. Location Supervisor will indicate on 'PPE Count Sheet' (page 2) the number of supplies that they anticipate will be used in a 24-hour period.
3. Supplies are to be stored in the storage locker.
4. Staff that are assigned to do medication any given shift will oversee the distribution of the PPE. **No other staff are to access the storage locker.**
5. Each and every piece of PPE must be signed for the staff that is utilizing it on the 'PPE Issued Sheet' (page 3). If replacement PPE is needed during a shift, it must be signed for by staff that is receiving the item and noted by the staff distributing.
6. Medication staff must reconcile physical count of the PPE with the 'PPE Count Sheet' (page 2) at the shift change with the incoming medication staff, similar to narcotic count.
7. If any discrepancy is noted, staff must immediately report the event to the location supervisor via email and voicemail.

