

Accountable Director:	Chief Medical Officer
Approved by:	Resuscitation & Deteriorating Patient Committee CGG / QCG
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Resuscitation & Deteriorating Patient Expert Forum

Emergency Trolley Checking Guideline

Key document

Resuscitation Policy (WAHT-CG-025)

Aim

Emergency equipment must be available at all times to all clinical areas. For many areas, this equipment is organised onto specific 'emergency' trolleys that are easily recognisable with a standard layout. These 'emergency trolleys' must be checked every day to ensure they are ready for use. Any deficiencies must be corrected immediately or contingency measures taken.

Responsibility

The department manager (ward sister / manager / lead health care professional) must ensure that daily emergency equipment checks are made. These checks should be part of the daily ward routine and rotated through all staff (to encourage familiarity).

Process

Daily Check Procedure:

- Look through the cover window to ensure defibrillator is displaying the green readiness tick and mains charge & battery lights are green
- Look through the cover window to ensure suction unit is on charge
- Ensure cover is clean and that security tags are intact - one securing all 3 zips at the front & one securing cover to trolley base.
- Ensure date on security tag has not been exceeded (this must show the soonest expiry date of equipment on trolley)
- Record these checks in booklet in front pocket of cover (WR0947)
- Record check as complete using on-line 'resusAPP'

Monthly Check Procedure on 1st of each month - this must be conducted by two trained staff, (an RN or other HCP) :

- Remove tags and cover
- Clean and perform complete equipment check using check list (WR4913)
- Where disposable equipment has a given 'expiry date', these should be observed. Where no expiry date is given, packaging should be dated with the date supplied to the trolley and kept for 2 years.

Any discrepancy in the equipment listed or missing / failed /out-of-date equipment must be corrected. The ward/department's own supplies, access to the site central supply cupboard or 'borrowing' from other departments should be considered. Contingency measures should be taken to manage any equipment deficiency until the problem can be solved – this might include liaison with the nearest clinical area to provide back-up for any emergency.

- Perform suction user test

- Clean and re-apply cover, replacing numbered security tags (this must show the soonest expiry date of equipment on trolley).
- Record check as complete using on-line 'resus APP'.

Completed checklists should be retained according to Trust policy for medical devices

Training

Emergency trolley checking is included in the trust mandatory training day (resuscitation section). Additional training is also available from the resuscitation department where this is thought necessary.

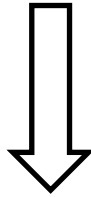
Audit

The resuscitation department will audit the quality of emergency trolley checking and report to the Resuscitation & Deteriorating Patient Expert Forum as part of the on-going audit of resuscitation (as detailed in the Resuscitation Policy, WAHT-CG-025 appendix D).

For any concerns, contact the Resuscitation Department on ext: 33781 / 42141

DAILY CHECK

1. Check cover is clean & security tags are intact (check tag ID numbers).
2. Visually confirm defibrillator & suction is ready to use (power and check lights lit).
3. Record these checks on checklist and via on-line 'resus APP'.



MONTHLY CHECK

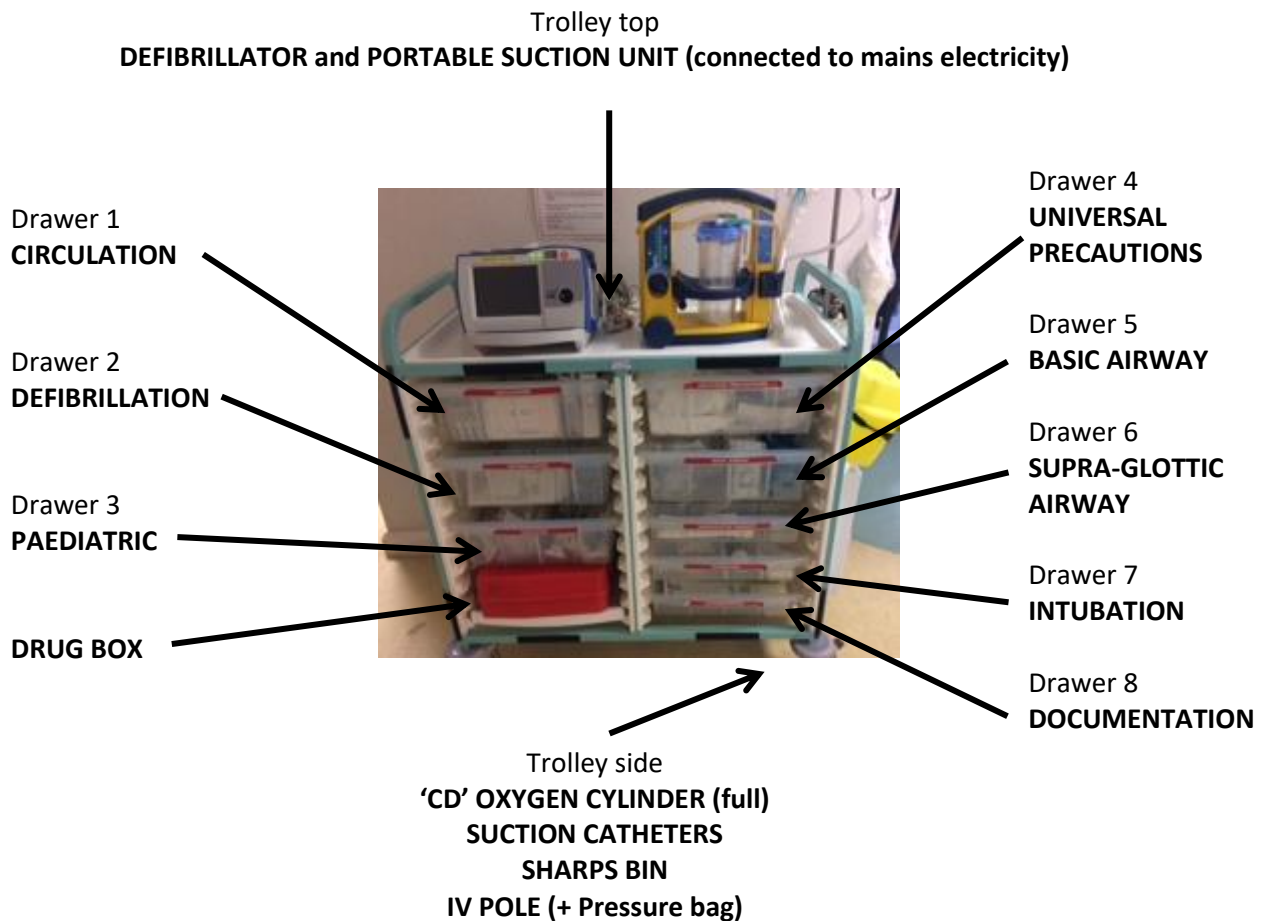
1st of the month – BY TWO TRAINED STAFF

1. Remove cover and complete a full trolley check (ensure all equipment is present, in good condition and within any expiry date)
2. Re-seal with new tags and record tag ID numbers
3. Record on checklist and via on-line 'resusAPP'

IF TROLLEY IS USED OR TAGS BROKEN

1. Complete a full trolley check (ensure all equipment is present, in good condition and within any expiry date)
2. Re-seal with new tags and record tag ID numbers
3. Record on checklist

Standard Adult Emergency Trolley



TROLLEY TO BE FITTED WITH COVER, SECURED WITH TWO NUMBERED BREAKABLE TIES (through the three zip fasteners at top, and through trolley frame and cover at bottom).



WRITE ON THE DATE OF THE ITEM WITH SOONEST EXPIRY & RECORD TAG IDENTIFICATION NUMBER

Worcestershire Acute Hospitals NHS Trust

STANDARD RESUSCITATION EQUIPMENT

ITEM	QUANTITY	SUPPLY
TROLLEY TOP		
Defibrillator with 'one-step' pads attached Ensure casing & cables clean and intact	1	
Suction unit with Serres liner, tubing & Yankaur attached	1	
DRAWER 1 CIRCULATION		
Tuff cut scissors	1	Site Store
Gauze	2 packs	Ward supply
Adhesive tape (2.5 cm roll)	1	Ward supply
Intravenous cannula size 14 G (orange)	2	Ward supply
size 16 G (grey)	2	
size 18 G (green)	2	
size 20 G (pink)	2	
IV site dressing	3	Ward supply
Blood gas sampling syringe	2	Ward supply
Disposable tourniquet	1	Ward supply
Skin prep wipes	10	Ward supply
Sterile syringe size 2 ml	6	Ward supply
size 5 ml	6	
size 10 ml	6	
size 20 ml	6	
Sterile needles size 21 G (green)	10	Ward supply
Blunt needles for drawing up drugs	10	Site store
CVP line	1	Site Store
Intravenous fluid giving set	2	Ward supply
Intravenous fluid 0.9% Normal Saline (500ml)	1	Pharmacy
0.9% Normal Saline (10ml)	10	
Colloid (500ml)	1	
Manual Sphygmomanometer (aneroid style)	1	Ward supply
DRAWER 2 DEFIBRILLATION		
Adhesive defibrillation pads (one set attached to defibrillator and one set in drawer)	2	Site Store
ECG electrodes (packs of 3)	3	Site Store
Surgical prep-razor	1	Site Store
Defibrillator printer paper	1	Site Store
DRAWER 3 PAEDIATRIC EQUIPMENT		
Child (500 ml) bag / valve/ mask device with oxygen reservoir (supplied with facemask size 2 & 1)	1	Site Store
Additional masks size 3	1	Site Store
size 0	1	
Oro-pharyngeal airways size 00	1	Site Store
size 0	1	
size 1	1	
Flexible suction catheters size 8 F (blue)	4	Site Store
size 10 F (black)	4	
RED EMERGENCY DRUG BOX	1	

DRAWER 4 UNIVERSAL PRECAUTIONS		
Non-sterile gloves (medium & large)	1 box	Ward stock
Plastic apron	3	Ward stock
Eye protection glasses	3	Ward stock
DRAWER 5 BASIC AIRWAY		
Oro-pharyngeal airway size 2	2	Site Store
size 3	2	Site Store
size 4	2	Site Store
Pocket mask device with oxygen port <i>(mark with date when supplied – keep for 2 years if unused)</i>	1	Site Store
Non – rebreathe oxygen therapy mask with tubing	2	Site Store
Naso-pharyngeal airway size 6	1	Site Store
size 7	1	
Bag / valve / mask device with oxygen reservoir and large mask size 5	1	Site Store
Single use face mask size 4	1	Site Store
Yankaur suction catheter	1	Ward stock
DRAWER 6 SUPRAGLOTTIC AIRWAY		
Disposable laryngeal mask airway device size 3	1	Site Store
size 4	1	
size 5	1	
I-Gel size 4	1	Site Store
50 ml Luer lock syringe	1	Ward stock
Tube tie	1	Site store
Lubricating gel sachets	3	Ward stock
DRAWER 7 INTUBATION		
Endotracheal tubes (oral/cuffed) size 6	1	Site Store
size 7	1	
size 8	1	
size 9	1	
Sealed single use laryngoscope handle with pre-attached Mackintosh blade – size 3	1	Site store
Sealed single use laryngoscope handle with pre- attached Mackintosh blade – size 4	1	Site store
10 ml syringe	1	Ward stock
Endotracheal tube tie	1	Site Store
Catheter mount	1	Site Store
Magill intubating forceps (disposable) <i>Sealed in packet (no expiry date)</i>	1	Site Store
Stethoscope	1	Site store
DRAWER 8 DOCUMENTATION		
Resuscitation guidelines / algorithms	1	Resuscitation Dept
Standard resuscitation equipment list (WR4913)	1	Xerox
2222 Emergency Call Report forms (WR2515)	1	Xerox
SIDE OF TROLLEY		
Sharps box	1	Ward supply
Flexible suction catheter size 12F (white)	5	Site Store
size 14F (green)	5	
Bougie	1	Site Store
Portable oxygen size CD cylinder (full)	1	Porters
IV drip pole	1	
Pressure bag (on IV drip pole)	1	Site store

**ENSURE ALL EQUIPMENT IN DATE AND TROLLEY IS CLEAN & DUST-FREE
RECORD ON CHECK LIST WR0947**