

**Resuscitation & Deteriorating Patient Expert Forum**

**Paediatric Emergency Trolley Checking Guideline**

<b>Accountable Director:</b>	Chief Medical Officer
<b>Approved by:</b>	Resuscitation & Deteriorating Patient Committee  CGG / QCG
<b>Date of approval:</b>	26 <sup>th</sup> October 2020
<b>Expiry date:</b>	26 <sup>th</sup> October 2023

**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 (if applicable).
- 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 1<sup>st</sup> 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 (WR4914)
- 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**Any discrepancy in the equipment listed or missing / failed /out-of-date equipment must be corrected.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**

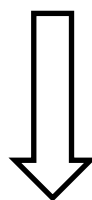
The resuscitation department will audit the quality of emergency trolley checking and report to the Resuscitation & Deteriorating Patient Expert Forum as part of the on-going audit of resuscitation (as detailed in the Resuscitation Policy, WAHT-CG-025 appendix D).

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

## Emergency trolley checking flow chat

### 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 (WR 0947) and via on-line 'resus APP'.



### MONTHLY CHECK

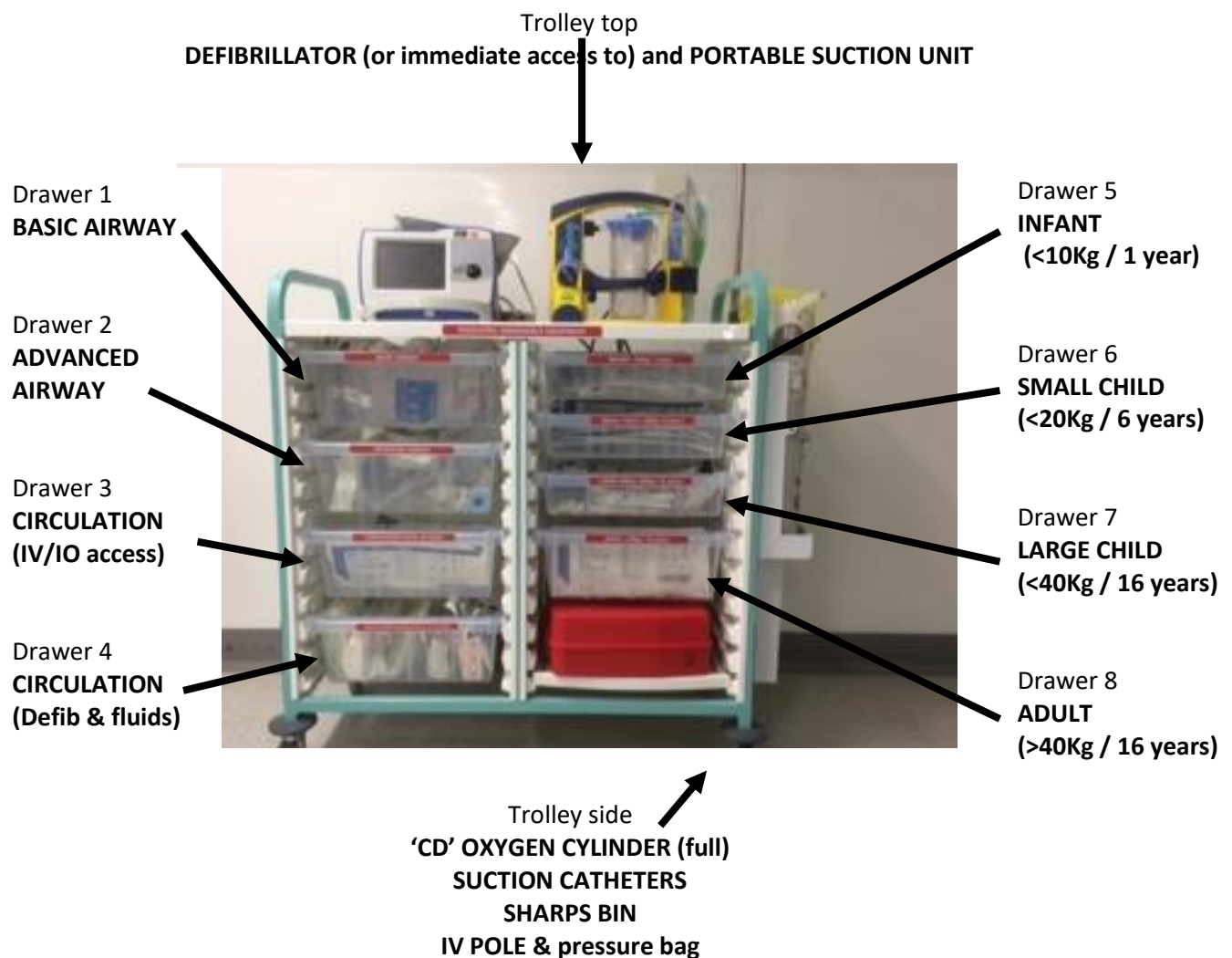
**1<sup>st</sup> of the month – BY TWO TRAINED STAFF**

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 (WR 0947) 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 Paediatric 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**

**PAEDIATRIC RESUSCITATION EQUIPMENT**

<i>ITEM</i>		<i>QUANTITY</i>
<b>DRAWER 1 (Basic Airway &amp; Breathing)</b>		
Bag/valve/mask device (adult)		1
Bag/valve/mask device (child)		1
Pocket mask device with O <sub>2</sub> port <i>(mark with date when supplied – keep for 2 years if unused)</i>		1
Clear face mask size : 0 1 2 3 4		1 each
Oro-pharyngeal airway size: 00 0 1 2 3 4		1 each
Non-rebreathe oxygen mask with tubing: Adult Child		1 each
Yankaur suction catheter: Adult Paediatric		1 each
<b>DRAWER 2 (Advanced Airway &amp; Breathing)</b>		
Straight / Miller type sealed single use laryngoscope handle with pre-attached blade – size 00 – size 0 – size 1 – size 2		1 each
Curved / Mackintosh type sealed single use laryngoscope handle with pre-attached blade : – size 1 – size 2 – size 3 – size 4		1 each
Magill intubating forceps : Adult Child Infant <i>sealed in packet (no expiry date)</i>		1 each
15 mm catheter mount with swivel connector		1
Infant (6CH) intubation stylet		1
Child (10CH) intubation stylet		1
10ml syringe		1
Adhesive tape (2.5 cm wide)		1
Narrow tape to secure ET tube (Tube tie)		1
Stethoscope		1
Lubricating gel sachets		3
<b>DRAWER 3 (Circulation 1 - Intravascular access)</b>		
Intravenous cannula size: 14 G (brown / orange) 16 G (grey) 18 G (green) 20 G (pink)		2 each

22 G 24 G	
Sterile gauze squares (10cm x 10cm)	4 x (5 swabs)
IV dressings	5
Blood gas sampling syringe	2
'Cook' metal intra-osseous needle (16G) or immediate access to EZ-IO system	2
3 way tap and short extension tube	2
Short limb splint	1
Skin prep swabs	10
Disposable tourniquet	1
Sterile needles : 21 G 23 G 25 G	2 each
Sterile syringes : 1ml, 2ml, 5ml, 10ml, 20ml, 50ml (luer lock tip)	2 each
Sterile water for injection: 10 ml	1 box (10)
0.9% N/Saline for injection: 10 ml	1 box (10)
Intravenous fluid giving set	2
Intravenous fluid giving set (measured system or for use with pump)	2
Tuff cut scissors	1
<b>DRAWER 4 (Circulation 2 – Defibrillation, PPE &amp; IV fluid)</b>	
Adhesive defibrillation pads: Adult 'one-step' pads <i>(attached to the defibrillator if present)</i> Paediatric 'one-step' Infant 'skin tact'	1 each
ECG electrodes (x 3 in sealed pack)	3 packs
Intravenous fluid : 500ml 0.9% N/Saline 500ml Colloid solution 500ml 10% Dextrose	1 each
Non-latex gloves (medium & large)	1 box each
Plastic apron	3
Eye protection	3
<b>DRAWER 5 (INFANT &lt; 10 Kg / 1 year)</b>	
Un-cuffed endotracheal tubes size: 2.0mm id 2.5mm id 3.0mm id 3.5mm id 4.0mm id Cuffed endotracheal tubes size: 3.0mm id 3.5mm id 4.0mm id	1 each
Disposable LMA or I-Gel size: 1 1.5	1 each
Nasogastric tube size 6 G and NGT syringe	1
<b>DRAWER 6 (SMALL CHILD &lt; 20 kg / 6 years)</b>	
Un-cuffed endotracheal tubes size: 4.0mm id 4.5mm id 5.0mm id 5.5mm id 6.0mm id Cuffed endotracheal tubes size: 4.0mm id 4.5mm id 5.0mm id	1 each

5.5mm id 6.0mm id	
Disposable LMA or I-Gel size: 2 2.5	1 each
Nasogastric tube size 8 G and NGT syringe	1
<b>DRAWER 7 (LARGE CHILD &lt; 40 kg / 16 years)</b>	
Cuffed endotracheal tubes size: 6.0mm id 6.5mm id 7.0mm id	1 each
Disposable LMA or I-Gel size : 2.5 3	1 each
Nasogastric tube & NGT syringe size: 10 G 12 G	1 each
<b>DRAWER 8 (ADULT &gt; 40 kg / over 16 years)</b>	
Cuffed endotracheal tubes size: 7.0mm id 8.0mm id 9.0mm id	1 each
Disposable LMA or I-Gel size: 3 4 5	1 each
Naso-pharyngeal airway size: 6mm id 7mm id	1 each
Nasogastric tube & NGT syringe size: 14 G 16 G	1 each
<b>SHELF</b>	
Red emergency drug box	1
<b>CATHETER RACK</b>	
Soft suction catheters size: 6 F (lime) 8 F (blue) 10 F (black) 12 F (white) 14 F (green)	4 each
Intubation bougie: Paediatric Adult	1 each
<b>ADDITIONAL ITEMS (on top of trolley or secured at side)</b>	
Defibrillator with adult 'one-step' pads attached <b>OR</b> access to defibrillator within 3 minutes	Zoll R series
Portable suction unit	Laerdal Suction Unit
Portable oxygen cylinder (full size CD)	Cylinder from porters
Sharps box	1
IV pole	Supplied with trolley
IV pressure bag (on IV pole)	1
'Broselow' resuscitation tape	1
Resuscitation guidelines ' <i>aide memoir</i> '	Resuscitation Department
Paediatric equipment check list Ref: 4914	Xerox

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