

## Resuscitation & Deteriorating Patient Expert Forum

### Paediatric 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 (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**Any discrepancy in the equipment listed or missing / failed /out-of-date equipment must be corrected.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**

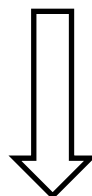
The resuscitation department will audit the quality of emergency trolley checking and report to the Resuscitation & Deteriorating Patient Expert Forum as part of the on-going audit of resuscitation (as detailed in the Resuscitation Policy, WAHT-CG-025 appendix D).

**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**

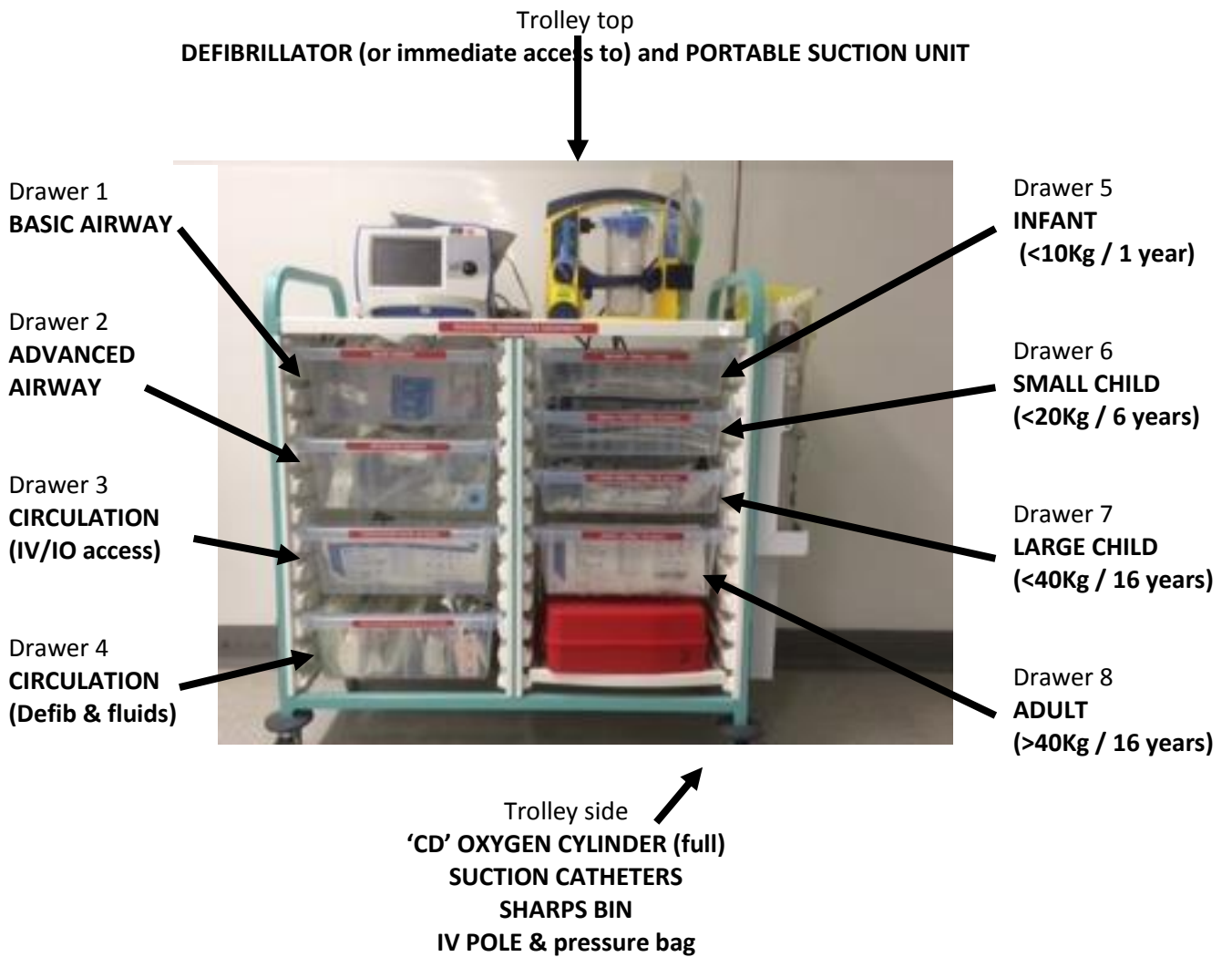
**1<sup>st</sup> of the month – BY TWO TRAINED STAFF**

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**