

POLICY TITLE: EMERGENCY CART MAINTAINENCE

POLICY STATEMENT : Health Center will perform daily checks to ensure that all emergency equipment and supplies are stocked, clean and in working condition.

PROCEDURE:

A. Purpose

1. To clean equipment and emergency area so that it is free of clutter and debris
2. To ensure all equipment is stocked and in working order

B. STEPS

1. Each day POD CD personnel will perform a visual inspection of the emergency equipment area. The area must be free of dust/dirt and clutter.
2. A physical inspection will be performed for the following...
 - a. The Banyan kit is locked and secure. The number on the lock must be recorded daily. In the event of a number change, the nursing supervisor must be notified so that another lock can be issued.
 - b. The nursing supervisor is responsible for maintaining the breakaway locks in a secured area. They must be signed out and tracked.
 - c. The medications are not expired. The most recent due date of expiration will be taped to the outside of the box.
 - d. The defibrillator is checked to see that it is in working order and that the self-check was successful. (The alarm is not sounding.)
 - e. The Oxygen Tank is secured and the gage within an acceptable range.
 - f. The OB kit is present and the medicines are not expired.
 - g. Suction is present and in working condition.
 - h. Any missing or mal-functioning equipment must be reported to the nurse supervisor immediately.
3. Documentation must be logged on the "Daily Emergency Checklist" located with the emergency equipment.
4. A monthly report of the documentation must be given to the QA/QI committee

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