

Emergency/Urgent Care Cart and Equipment Policy

Policy & Procedure SGHC03192020

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Purpose

The purpose of this policy is to establish guidelines to provide timely, effective response and equipment for medical emergency/urgent care need situations.

Responsibility

It is the responsibility of all staff to provide timely, effective response and equipment for medical emergency/urgent care need situations.

Policy

One Emergency/Urgent Care Cart will be kept on each patient care unit behind a locked door. The cart is utilized for rapid response and code blue emergencies when indicated by a medical provider. Each cart contains the following:

- I. Suction machine with tubing connected
 - A. 14 French suction catheter
 - B. Bottle of sterile water for irrigation (unopened)
 - C. Suction catheter mini tray (unopened)
- II. Portable oxygen tank (800 pounds per square inch)
 - A. With attached OXYGEN key and nasal cannula
 - B. With connected OXYGEN adapter, OXYGEN tubing, OXYGEN mask
- III. Cardiac board
- IV. Extension cord—heavy duty
- V. Clipboard with Referral of Off-Site Medical Services (ROMS) and code form.
- VI. Two cart locks (each one has a specific number)
- VII. Automated External Defibrillator (AED)
- VIII. Four Drawers
 - A. *Drawer #1: Breathing and Patient Assessment Supplies – Airway (oral), blood pressure (BP) cuff, flashlight (penlight), mask (one-way valve), oxygen cannula, oxygen mask, stethoscope, suction kit*
 - B. *Drawer #2: Intravenous (IV) Administration and Blood Drawing Supplies—Alcohol wipes*, antiseptic hand rinse, arm board, betadine*

solution, blood drawing kit, femoral stick set, glucose syringe set, IV administration set*

- C. *Drawer #3: Control Bleeding and Suturing Supplies—Abdominal (ABD) pads, bandage scissors, cold pack, gauze 4X4s gloves, kling bandage, sodium chloride for irrigation*, suture set, syringe set, tape 2", tape 3"*
 - D. *Drawer #4: Auxiliary Drug Box, Ambu Resuscitator, Barrier Kit, Sharps Container—[Contents of Auxiliary Drug Box are revised annually]*
- Emergency Code Response PPE Kits*
- (2) - 1 mask with shield, 1 pair large gloves, 1 pair goggles (not disposable)

Procedure

For rapid response codes (see policy) and code blue emergency/urgent medical situations, the Emergency/Urgent Care Cart is to be utilized specifically for the supplies needed in that situation.

- I. The lock is to be broken once the need for supplies is identified.
- II. The supplies are to be taken out of the indicated drawer and utilized by the medical provider who is licensed and deemed competent under his/her scope of practice.
- III. Once used, packaging will be disposed of in the regular trash. Sharps will be disposed of in the sharp's container. Anything contaminated with body fluids will be disposed of per standard biohazardous waste procedures.
- IV. To replace used supplies:
 - A. *Drawer #1, oxygen tank and supplies*
 - B. *Drawer #4 Personal Protective Equipment (PPE) Kits: Order from the clinic; **Goggles are not disposable. Charge Nurse is responsible for returning used goggles to the Clinic and receiving replacement goggles*
 - C. *Blood drawing supplies/IV sets: Order from the Lab*
 - D. *Medications/IV fluids/Injections: Order replacement Auxiliary Drug Box from*

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Pharmacy using a General Requisition Form

- E. *Other supplies:* Order from the Storeroom

V. Checks and Documentation

- A. The Emergency/Urgent Care Cart will be checked each shift and the Emergency/Urgent Care Checklist completed for:
1. Present suction machine and supplies, present/functioning oxygen tank that is at least half full and supplies
 2. Locked cart
 3. AED present
- B. In addition, On Sunday night shift, the Emergency/Urgent Care Cart:
1. Will be cleaned/wiped down with sanitizing wipes
 2. Contents verified against drawer lists
 3. Expiration dates checked, expired items removed, and new supplies ordered and
 4. New locks applied
- C. The Emergency/Urgent Care Equipment Checklist will be completed thoroughly each shift. Any deficiencies will be reported to the supervisor and then reported to the Safety Officer who will report to the Safety Committee. The supervisor will correct the deficiencies and audit the carts and checklists at least weekly to ensure checklists are complete and equipment is functional, clean and supplies are present.

Approved by



Monica Chawla, M.D., FAPA,
Chief Medical Officer

12/28/23

Date



Marie Rose Alam, M.D., FAPA,
Chief Executive Officer

12/28/23

Date

Reference:

Code Blue Report

Emergency/Urgent Care Equipment

Checklist

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