

# LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: <b>EMERGENCY CRASH CART EXCHANGE PROGRAM</b>	Original Issue Date: 5/11/10	Policy # <b>920</b>
	Supersedes: 4/11/17	Effective Date: 10/22/19
Departments/Areas Consulted: CPR Committee Nursing Services Pharmacy Services	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer
		(Signature on File) Chief Executive Officer

## PURPOSE

To provide guidelines for maintaining adult, pediatric and neonatal emergency carts in the state of readiness including ensuring emergency crash carts are located in the designated area(s), checking the emergency crash cart contents, documenting availability of equipment and supplies, securing the system, and managing the maintenance and exchange of emergency crash carts.

## DEFINITIONS

Maintenance includes: Cleaning, restocking/replacing supplies when needed and ensuring appropriate contents of emergency crash carts.

## KEY WORDS

Emergency Crash Cart/Supply Chain Operations (Clinical Equipment Operation).

## POLICY

Supply Chain Operations (Clinical Equipment Operation) and the CPR Committee shall manage the location, contents, maintenance, and exchange of the standardized emergency crash carts. The nursing emergency crash cart check shall be performed by a registered nurse or licensed personnel at the beginning of each shift to ensure that the carts are properly locked and secured. Pharmacy shall be responsible for the assembly and distribution of emergency medication trays and IV solutions. The list of medications supplied in medication trays shall be maintained by the Pharmacy and reviewed by the CPR Committee annually. See Appendix-B. The emergency crash carts and medication trays are to be opened only in emergency situations and the carts will be exchanged after each use.

## PROCEDURE DOCUMENTATION

### I. Location of Emergency Carts

The CPR Committee maintains a list of the locations of emergency crash carts. The carts are located in the following areas. See Appendix-A.

- In-Patient Tower
- D&T Tower
- Clinic Tower

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- Out Patient Department
- Rand Schrader

## **II. Emergency Crash Cart Contents**

The list of contents is determined and reviewed annually by the CPR Committee. The CPR Committee distributes updated lists to appropriate departments. The master list of contents is maintained in Supply Chain Operations and Clinical Operations. See Appendix-B for Medication Contents.

## **III. Emergency Drug Boxes**

Emergency drug boxes are kept in sealed boxes labeled drug box #1 and #2. The boxes are kept in drawer # 3 of the emergency cart. The contents list contains the emergency drug boxes supply details. The packaging in each drug box includes a list that indicates the name, strength, size, quantity, and earliest expiration date of each medication contained in the emergency drug boxes. The contents of the emergency drug boxes are standard drug concentration.

## **IV. Maintenance by Nursing Personnel**

The Emergency Crash Cart Checklist located in the Crash Cart Inventory/Log Book on top of the emergency cart will be checked each shift by nursing personnel. Each unit will be responsible for assigning the crash cart check to a licensed nurse every shift.

## **V. Maintenance by Supply Chain Operations**

The maintenance of the cart is documented on the Emergency Crash Cart Control/ Maintenance Log. These records are maintained for three years in Clinical Equipment Operation located on the 2<sup>nd</sup> floor of the D&T building.

## **PROCEDURE**

### **I. Maintenance and Exchange of Emergency Carts**

#### **A. Maintenance in the Clinical Area (Nursing Responsibility)**

##### **Every shift:**

Nursing personnel is responsible for checking dates of expiration of medications and supplies reflected on the stickers of the outside of the crash cart as well as function of the defibrillator at the beginning of every shift, which include on call status, nights, weekends and holidays. The following is required when checking the crash cart carts:

- A visual inspection of the emergency cart, ensuring Bag-Valve-Mask, individual facemasks and Co2 detectors are readily accessible.
- A visual inspection of the two expiration dates posted on the emergency cart. One reflects medication and IV fluids in drawer #3. The second reflects the first item/supply to expire throughout the remaining drawers #1, 2, 4, and 5.
- Security locks are intact and all three seals remain unbroken.

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- Testing of the equipment outside of the cart per standard protocol.

#### **Defibrillator Maintenance:**

- Daily- visual inspection for a blinking hourglass on the Defibrillator.
- Weekly- Shock test @150J using the Phillips test load. Keep test load in an easily accessible secure location. (Clinical area will be held responsible for any lost/misplaced test load.)
- Monthly- Operational check (See page 223 in the Heart Smart MRx Manual) available on the Los Angeles General Intranet site.

If there is a question regarding the integrity of the contents or security locks, or if medications are expired or due to expire within one month, nursing will place an order to Supply Chain Operations (Clinical Equipment Operation) at (323) 409-8570, 98571 or Beeper (213) 919-0153. The Supply Chain Operations employee will bring the exchanged emergency cart to the designated area within 15 minutes and then return the used cart to the Clinical Equipment Operation.

## **B. Cart Exchange**

### **Emergency Cart Exchange Request:**

A crash cart shall be called in for replacement following a cardiac arrest (code blue) event, when drug and supply labels indicate expiration or expiration within one month, or whenever drawer supply/drug stock is in doubt.

### **Hours of Operation:**

Supply Chain Operations (Clinical Equipment Operation) will be available 24 hours per day via telephone and beeper.

### **Supply Chain Operations “Clinical Equipment Operations” Responsibility:**

After receiving a replacement order from the clinical area via the telephone/ paging system, Supply Chain Operations will:

- Deliver a newly stocked crash cart.
- Return the used crash cart to the designated staging area.
  - Ensure that the medication tray is removed by nursing from the cart prior to returning it to the staging area.
- Remove all content, thoroughly clean, disinfect, and replenish and lock cart according to the hospital policy.
- Place a clearly visible date of expiration on the cart. The date will be determined by the earliest date of expiration of any perishable cart content.
- Maintain stocked spare carts for immediate circulation (A total of 8 standardized carts).
- Record maintenance on the “Emergency Cart Maintenance & Monitoring Log.”
- Place a list of cart medications on the IV pole.

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### **Nursing Responsibility:**

- Order an emergency cart exchange when indicated.
- Remove the medication tray before the cart is removed from the area and return any unused drugs to pharmacy and appropriately discard any used medication.
- Ensure that the following equipment/supplies are transferred from the used cart to the replacement cart:
  - Defibrillator, paddles and power cords.
  - Oxygen E Cylinder with adapter attached.

### **Pharmacy Responsibility:**

- Replace emergency the Crash Cart Medication Tray in drawer #3 and the IV Solutions in drawer #4 on all cleaned and restocked crash carts located in the Clinical Equipment Operation.
- Establish a designated time for a routine medication/ IV solution replenishment.
- Secure drug drawer #3 when drug and IV supplies have been replenished by applying security lock to drawer #3, 4 and 5 of the crash cart.
- Reference Policy MC 935 and MC 935-A for more information about emergency medications.

### **Administrative Nursing Office Responsibility:**

In the event Supply Chain Operations "Clinical Equipment Operation" is unavailable or the cart is not exchanged within 15 minutes, nursing in the clinical area will contact the Administrative Nursing Office (ANO) who will be responsible for ensuring that the used cart is exchanged. The used cart will then be brought to the designated location of Clinical Equipment Operations. ANO is to document the exchange in the Emergency Cart Control/Maintenance Log.

### **Crash Cart Locations:**

See Appendix-A (Attachment)

## **RESPONSIBILITY**

Supply Chain Operations  
Nursing Department  
Pharmacy Department

## **REFERENCES**

California Code of Regulations, Title 22, section 70733  
Center for Disease Control Guidelines for Disinfection and Sterilization in Healthcare Facilities, 2008

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Joint Commission Environment of Care Standards  
 Joint Commission Standards: Provision of Care, Treatment & Services  
 Los Angeles General Medical Center Department of Nursing Services Policy #1200 Infection Control  
 Los Angeles General Medical Center Department of Nursing Services Policy #150, Maintenance of Required Manuals/ Records  
 Los Angeles General Medical Center Department of Nursing Services Policy #951 Resuscitation/ Code Blue Team/ Emergency Response  
 Los Angeles General Medical Center Department of Nursing Services Policy #625, Supplies and Equipment  
 Los Angeles General Medical Center Policy #912, Cardiopulmonary Resuscitation  
 Los Angeles General Medical Center Policy #512, Continuing Education  
 Los Angeles General Medical Center Policy #601, Electrical Equipment Management  
 Los Angeles General Medical Center Policy #604, Preventive Maintenance Building and Equipment

### **ATTACHMENTS**

Appendix A: Emergency Crash Cart Locations  
 Appendix B: Crash Cart Medication Content List

### **REVISION DATES**

February 11, 2014; April 11, 2017; July 16, 2019; October 22, 2019