

## ADMINISTRATIVE POLICY AND PROCEDURE

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**Subject:** ROUTINE CLEANING AND CRASH CART EXCHANGE SYSTEM      **Policy No.:** B869

Supersedes: June 9, 2023	Review Date: August 22, 2023
Origin Date: November 1, 2011	Revision Date: August 22, 2023

**PURPOSE:**

To ensure the crash cart remains clean, fully stocked, and is ready for use.

**POLICY:**

1. Nursing and other designated personnel are responsible to ensure that the crash carts in their respective areas are always current and fully stocked for use.
2. Central processing personnel clean, disinfect and restock the crash cart upon receipt.
3. Respiratory therapy and central distribution collaborate to ensure that central processing staff has access to all necessary supplies.
4. Central Distribution will stock their items in the crash cart and then will transfer the cart to Pharmacy.
5. Bio-med must be notified of any malfunctioning equipment (e.g., Duovac, Defibrillator) and the item is to be immediately removed from use.
6. Pharmacy personnel will stock the medications and IV solutions; then complete the respective medication check, which includes:
  - Checking expiration dates
  - Signing and dating the Crash Cart Checklist
  - Applying the lock to the medication drawers

**KEY POINT: Pharmacy will maintain six fully stocked crash carts that are ready for use.**

**PHYSICIAN'S ORDER REQUIRED:**

No

**PERFORMED BY:**

RN, LVN, NA, SNW, RA, Affiliating Nursing Students under the supervision of an RN, Designated Therapy personnel, Pharmacy, Central Distribution, and Central Processing personnel.

**EQUIPMENT REQUIRED:**

**Supplies**

Crash Cart  
 Defibrillator  
 Medication Tray (adult/pediatric)  
 Central Supply Tray  
 IV Solutions  
 Intubation tray (adult/pediatric)  
 Multi-lumen Central Line Tray

**Cleaning Supplies**

Dust Cloth  
 Damp Cloth  
 1 Pair Gloves  
 Approved hospital disinfectant

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Revised: 2/12, 2/16, 6/23, 8/23

Reviewed: 2/12, 2/16, 2/19, 9/22, 6/23, 8/23

Approved By:

**PROCEDURE:****A. CRASH CART EXCHANGE SYSTEM**

1. Following a Code Blue:
  - a. Unit/area staff will call pharmacy and request a replacement cart.
  - b. Pharmacy staff will deliver the crash cart to the requesting unit or will have it available for pick up.
  - c. Each crash cart will be designated a number. Pharmacy staff will maintain a log indicating the date, the crash cart number, and its destination.
  - d. Unit/area staff will clean defibrillator with hospital approved disinfectant before placing onto new clean crash cart.
  - e. Upon receipt of the replacement crash cart from Pharmacy, unit/area personnel will:
    - 1) Transfer the clean defibrillator and forms to the cart.
    - 2) Store replaced crash cart in the designated area ensuring that the defibrillator is plugged, and the battery is charging.
    - 3) Review the expiration dates to ensure nothing will expire with two months.

**KEY POINT: The internal check WILL NOT include opening the medication drawers. Medication drawers should only be opened by pharmacy personnel or during an emergency.**

2. Returning a used Crash Cart to Central Processing (**only during business hours**):
  - a. Wipe the backboard free of any debris and replace on the cart.
  - b. Remove and dispose of trash appropriately.
  - c. Dispose of sharps in the appropriate container.
  - d. Remove all unused medications and return to Pharmacy
  - e. Remove all used supplies (e.g., ECG rolls, ECG pads etc.)

**KEY POINT:** Discard all medications and contaminated supplies if patient was in isolation.

- f. Return stethoscope and sphygmomanometer even if used.

**B. ROUTINE CLEANING**

1. Decontamination is done by central processing staff whenever the crash cart has been used.

**KEY POINT:** Take to central processing during business hours. Do not leave used carts unattended in the hallway.

2. Maintaining the cleanliness of the crash cart is the responsibility of the unit/area.
3. Dry dust all surfaces of the defibrillator, defibrillator mount, IV pole, sharps container and holder, and crash cart surfaces.
4. Remove any visible dirt from these surfaces as needed with approved hospital disinfectant.

**C. MEDICATION EXPIRATION CHECK:**

1. Pharmacy will check the crash carts no less than every 30 days and will initiate the exchange process when the medication expiration date approaches.

**D. CRASH CART CHECK DOCUMENTATION**

1. An external check of the cart and documentation on the external checklist is to be done daily by the area personnel. Exception: In the Intensive Care unit (ICU) and Progressive Care Unit (PCU) the check is to be done every shift.
2. An internal check of the cart and documentation on the internal checklist is to be done on the 15th and 30th day of each month (February checks will be done on the 15th and 28th) by the area personnel (Ex: Nursing, Therapy). If the 15th or the 30th fall on a weekend, the check will be done the Friday before or the next working day. Soon to expire items will be replaced.

**KEY POINT:** The internal check WILL NOT include opening the medication drawers. Medication drawers should only be opened by pharmacy personnel or during an emergency.

3. The crash cart is to be sealed with the numbered lock at all times. This lock number is recorded on the crash cart check list each time the cart is checked.
4. The crash cart checklists (internal and external) are to be retained on the unit for one year.

**REFERENCES:**

The Joint Commission. (March 2011). *Comprehensive accreditation manual for hospitals*. Update 1. EC.02.04.03

*Adopted from Nursing Policy C112 July 2011*

## Emergency Crash Cart Supply List

## Top of Cart

Left Side		Right Side	
Defibrillator on swivel stand	<ul style="list-style-type: none"> <li>I.V. pole</li> <li>Sharps container</li> <li>Pediatric resuscitation supplies (Pediatric carts only):               <ul style="list-style-type: none"> <li>1 pkg Pediatric Defibrillator Pads</li> <li>3 - 4-way stopcocks</li> </ul> </li> </ul>	<b>Supply Box:</b> <ul style="list-style-type: none"> <li>1 pkg Adult Defibrillator Pads</li> <li>2 pkgs 5/pkg ECG Electrodes</li> <li>2 roll EKG paper</li> <li>Pediatric resuscitation bag               <ul style="list-style-type: none"> <li>Bag-valve mask device (infant &amp; child)</li> <li>Suction catheters</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>1 tank of oxygen with du-o-vac suction</li> <li>Adult resuscitation bag with               <ul style="list-style-type: none"> <li>Bag-valve mask device</li> <li>1-10F suction catheter</li> <li>1-14F suction catheter</li> <li>1 suction connecting tubing</li> <li>6 masks and 1 goggle</li> <li>1 nasal cannula</li> <li>1 non-rebreather mask</li> <li>1 Yankauer suction instrument</li> </ul> </li> </ul>

Central Supply	
Left Back	Right Back
<ul style="list-style-type: none"> <li>1 each 60mLs luer syringe with tip cap</li> <li>2 each 12mLs syringes</li> <li>2 each 20mLs syringes</li> <li>5 each 3mLs syringes</li> </ul>	<ul style="list-style-type: none"> <li>2 each IV extension set</li> <li>2 each IV start kit</li> <li>2 each Blood Gas Kit</li> <li>5 each 21g x 1 ½" needle</li> <li>5 each 20g x 1" needle</li> <li>5 each 18g x 1 ½" needle</li> <li>5 each valves for IV access</li> <li>1 each Tegaderm CHG (3M Tegaderm CHG IV Securement Dressing)</li> <li>1 each central line securement device</li> </ul>
Left Front	Right Front
<ul style="list-style-type: none"> <li>4 each 18g x 1.16" needle insyte/autoguard</li> <li>4 each 20g x 1" needle insyte/autoguard</li> <li>4 each 22g x 1" needle insyte/autoguard</li> <li>4 each 24g x 0.75" needle insyte/autoguard</li> <li>1 each spinal needle 20g 3 ½</li> <li>1 each spinal needle 18g 3 ½</li> </ul>	<ul style="list-style-type: none"> <li>20 each alcohol wipes</li> <li>2 packages sterile lubricant</li> </ul>
Front Drawer – Suction Equipment	Front Drawer – Intubation Equipment
<ul style="list-style-type: none"> <li>1 each wall suction set up</li> <li>1 each canister holder</li> <li>1 each Oxygen flow meter</li> <li>Adult arm board</li> <li>Pediatric arm boards (Pediatric carts only)</li> </ul>	<ul style="list-style-type: none"> <li>1 each adult intubation tray</li> <li>1 each pediatric intubation tray (Pediatric carts only)</li> <li>1 each triple lumen central line insertion kit</li> <li>1 each central line dressing kit</li> </ul>
Side Compartment #1	Side Compartment #2
<ul style="list-style-type: none"> <li>1 each box large gloves</li> </ul>	<ul style="list-style-type: none"> <li>2 each IV tubing</li> </ul>
Side Compartment #3	Side Compartment #4
<ul style="list-style-type: none"> <li>1 each stethoscope</li> <li>1 each Sphygmomanometer</li> <li>1 each BP cuff each size</li> </ul>	<ul style="list-style-type: none"> <li>1 each salem sump NG tubes 14F, and 18F</li> <li>1 pair of each sterile gloves sizes, 7.5, and 8</li> <li>4 packages 4X4 sterile gauze</li> </ul>

## Medication Tray Contents – Adult

Top Left Back		Top Right Back	
Quantity	Medication	Quantity	Medication
2	Naloxone 0.4mg/mL, 1mL	2	Verapamil 5mg/2mL - 2mL vial
3	Diphenhydramine 50mg/mL, 1mL	4	Lidocaine 100mg/5mL - 5mL prefilled syringe
1	Digoxin 0.5mg/2mL, 2mL		
1	Sodium Chloride 0.9%, 10mL		
Top Left Middle		Top Right Middle	
Quantity	Medication	Quantity	Medication
6	Epinephrine 1:10,000 (1mg/10mL) prefilled syringe	3	Adenosine 6mg/2mL 2mL prefilled syringes
2	Norepinephrine 4mg/4mL	1	Calcium Chloride 10% (1gm/10mL) 10mL prefilled syringe
2	Keppra 500mg		
1	D5W 250 mL IVPB	1	Sodium Bicarbonate 8.4% (50 mEq/50mL) 50mL prefilled syringe
Top Left Front		Top Right Front	
Quantity	Medication	Quantity	Medication
1	Dextrose 50%, 50 mL (25gm/50mL) Prefilled syringe		
3	Amiodarone 150mg/3mL, 3mL	3	Atropine Sulfate 1mg/ 10mL 10mL prefilled syringe

## Medication Tray Contents - Pediatric

Top Left		Top Middle		Top Right	
Quantity	Medication	Quantity	Medication	Quantity	Medication
2	Epinephrine 1:10,000 0.1mg/mL, 10mL	4	Sodium Bicarbonate 8.4% 1mEq/mL, 10mL	1	Flumazenil 0.1mg/mL, 5mL
1	Atropine Sulfate ET 0.4mg/mL, 20mL	2	Amiodarone 50mg/mL, 3mL		
2	Magnesium Sulfate 40mg/ml	4	Naloxone 0.4mg/mL, 1mL	2	Furosemide 10mg/mL, 2mL
1	Keppra 500 mg			3	Diphenhydramine 50mg/mL, 1mL
Bottom Left		Bottom Middle		Bottom Right	
2	Atropine Sulfate 0.1 mg/mL, 10mL	1	Mannitol 20% with filter needle and 10mL syringe 200mg/mL, 500mL	1	Lidocaine HCl 20mg/mL, 5mL
1	Dextrose 50% 500mg/mL, 50mL	2	Adenosine 3mg/mL, 2mL	2	Calcium Chloride 100mg/mL, 10mL
		10	Tuberculin syringes	1	Glucagon 1mg
		10	Syringe needles 20 G 1		

Rancho Los Amigos National Rehabilitation Center  
INTERNAL CRASH CART CHECK LIST

\*Retain this form in the crash cart binder for one year

\*Items without an expiration date must be disposed of within 3 years from manufacturer's date Month \_\_\_\_\_ Year \_\_\_\_\_

Central Supply Tray (top of cart)	15 <sup>th</sup>	30 <sup>th</sup> (Feb 28 <sup>th</sup> )
	Initials	Initials
Expiration Date		
Replacement tray ordered		
Replacement tray exchanged		
<b>Drawer - Suction Equipment</b>		
Continuous Suction control with canister		
Oxygen flow meter with adapter		
Arm board – Adult		
Arm board - Pediatric		
<b>Drawer - Intubation Equipment</b>		
Intubation Tray Adult (Preventative Maintenance Due Date)		
Intubation Tray Pediatric (Preventative Maintenance Due Date)		
Replacement box ordered		
Replacement box exchanged		
Central Line dressing kit (Exp. Date)		
Central Line Insertion kit (Exp. Date)		

Front Drawers # 1, 2 & 3- Emergency Medication Drawers – **Open only during an Emergency**

Side Compartment #1	15 <sup>th</sup>	30 <sup>th</sup> (Feb 28 <sup>th</sup> )	Side Compartment #2	15 <sup>th</sup>	30 <sup>th</sup> (Feb 28 <sup>th</sup> )
Box of gloves			4 - IV Tubing		
			<b>Side Compartment #4</b>		
<b>Side Compartment #3</b>			4 – 4x4 (first date to expire)		
Sphygmomanometer			Sterile gloves: Sizes 6, 7.5, and 8 (first date to expire)		
Stethoscope					
BP cuff adult			4 -Salem Sump		
BP cuffs pediatric			60mL syringe with catheter tip		

Initial	Signature/Title	Initial	Signature/Title

DO NOT FILE IN MEDICAL RECORD

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EXTERNAL CRASH CART CHECK LIST

INSTRUCTIONS:

YEAR \_\_\_\_\_ UNIT \_\_\_\_\_

1. Do external check of cart daily (ICU, PCU q shift).
  2. Report broken or replace missing equipment as needed and make a notation in comment section.
  3. If oxygen tank registers less than 1000 psi, contact area central processing and coordinate replacement
  4. Signature need only appear once in the signature column.
- \* **Retain this form for one year**

Date														
Time														
Lock on top of cart (place number in box)														
Lock on front of cart (place number in box)														
Medication drawers tamper-proof lock intact														
Multi-function electrodes Adult (Exp. Date)														
EKG electrode pads (Exp. Date)														
3-Lead EKG cable present														
EKG paper, 2 rolls														
Oxygen wrench on tank & tank at least 1000 psi														
Du-o-Vac working														
Adult Resuscitation Bag (1 <sup>st</sup> to expire)														
Peds Resuscitation Bag (1 <sup>st</sup> to expire)														
Yankauer suction instrument present														
Connecting tubing and catheters present														
Masks (6) and goggles (1) present														
Sharps container present														
SPO2 sensor (Exp. Date)														
Defibrillator and pacer check completed														
ETCO2 Airway Adaptor														
Defibrillator plugged in														
Green checkmark on defibrillator screen														
CPR records on clipboard														
Emergency reference material present														
Cardiac board present														
First Medication to Expire (exp. Date)														
<b><i>Pediatric Crash Cart only</i></b> 4-way stop cocks (3)														
<b><i>Pediatric Crash Cart only</i></b> Pediatric Multi-function electrodes (exp. Date)														
<b><i>Pediatric Crash Cart only</i></b> – Broselow tape attached to clipboard (2017)														
<b><i>Pediatric Crash Cart only</i></b> – Bag-valve-mask (exp. Date)														
Initials														

Comments:  


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Initials	Signature/Title	Initials	Signature/Title	Initials	Signature/Title