



# High Desert Health System POLICY AND PROCEDURE

POLICY NUMBER: 314  
VERSION: 1

## **SUBJECT: CRASH CART CONTENTS AND MAINTENANCE**

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### **PURPOSE:**

To define the standardized contents for all Los Angeles County High Desert Regional Health Center (LACHDRHC) crash carts, and to provide procedures to ensure that crash carts are maintained in a constant state of readiness and replenished in a timely manner after each use.

### **POLICY:**

The contents of all LACHDRHC crash carts are standardized, and are identified on the crash cart contents list (Attachment 1).

All crash carts will be maintained in a constant state of readiness and will be checked by assigned licensed staff, using the procedures outlined below, each day that the clinic/department, in which they are housed, is in operation. All crash cart checks will be documented on the crash cart checklist (Attachment 2).

Each Urgent Care Clinic has a sealed emergency drug supply separate from the crash cart medication drawer, which is designated as the Restricted Floor Stock. The crash cart medication drawer is to be opened only to access emergency medications that are not available in the clinic Restricted Floor Stock. See LACHDRHC Ambulatory Care Policy 950 "Urgent Care Clinics – Restricted Floor Stock" for a description of the "Restricted Floor Stock."

Following each use, a crash cart will be re-stocked and returned to complete readiness as soon as possible.

### **PROCEDURE:**

#### **I. *Responsibility for Crash Cart Checks***

All crash carts will be checked by assigned licensed clinical staff at the beginning of each work day. The responsibility for daily crash cart checks is as follows:

Crash Cart Location	Checked by
HDHS Urgent Care Clinic	Daily: Urgent Care clinic licensed nurse
Pediatric Clinics	Monday – Friday: Pediatric clinic licensed nurse Saturday/Sunday: Clinics closed, N/A
Electrodiagnostics	Respiratory Therapist
Alcove by women’s, IM, and Oncology	IM clinic nursing staff
Radiology	Monday – Friday: Respiratory Therapist Saturday/Sunday: Urgent Care Clinic Licensed Nurse
SVHC Urgent Care Clinic	Daily: Urgent Care clinic licensed nurse

## II. **Crash Cart Checks**

- A. LACHDRHC has three types of crash carts, universal, pediatrics, and adult. To confirm readiness for use, the following should be checked and documented on the crash cart checklist.
1. Electrodes and defibrillator pads: Defibrillators must have, readily available on top of the crash cart: 1) multifunction pediatric and adult defibrillator pads within their expiration dates and 2) two packages of electrodes within their expiration dates. Any expired pads or electrodes must be replaced immediately.
  2. ECG cable: Ensure that it is connected and in good condition. Replace the cable as necessary.
  3. Oxygen tank: Document the psi pressure on the crash cart checklist and confirm that the oxygen tank has a minimum of 1000 psi pressure. For a pressure below 1000 psi, contact the Building Crafts Department for replacement (LACHDRHC) or replace from on-site storage (SVHC).
  4. Oxygen delivery devices: Confirm that a nasal cannula, simple oxygen mask, and non-rebreathing mask are present on the cart.
  5. Ambu bag with masks: Confirm that ambu bags with masks are present on the cart for each of the following sizes: infant, child, adult.
  6. Suction: Verify that suction device with tubing and Yankauer are present on the cart. Test the suction device to ensure it is working.
  7. Exam gloves: Each crash cart should have a box of large, non-sterile, vinyl gloves.
  8. Faceshield masks: Confirm that the crash cart has several face shield masks available.

9. Sharps container: Ensure that the sharps container is on the crash cart and is empty. The sharps container is to be replaced following each use.
10. Arrest backboard: Confirm that the arrest backboard is present.
11. Supplies: The Central Services Department will affix a label to the outside of the crash cart indicating the supply item within the crash cart that has the earliest expiration date. Check this label to ensure that no supplies have expired. If any items have expired, the crash cart must be opened and the items must be replaced. The locks on the crash cart must then be replaced and a new label must be affixed to the outside of the crash cart, indicating the supply item that has the earliest expiration date.
12. Expired Medications: Check the medication list attached to the crash cart to identify any expired medications. Any expired medications should be replaced immediately using the procedures identified below in Section IV. Ensure that the medication drawer is secured by a green numbered pull tight seal. The number of the green pull-tight seal is included on the medication list that accompanies the replacement medication tray. Attach the new medication list to the outside of the crash cart.
13. Notebook: Confirm that the crash cart notebook is present with Emergency Response Records and the crash cart checklist.
14. Locks: Confirm that the two numbered padlocks are in place and all locked drawers are secure. Document on the crash cart checklist the lock numbers of the two numbered padlocks used to secure the crash cart drawers. Compare the lock numbers with the previous entries to verify that the locks have not been changed. If a lock has been opened, is missing, or has been replaced without the appropriate documentation, the staff member checking the crash cart must report the incident to a Supervising Nurse or Nurse Manager.
15. Replacement of missing items: Any missing items are to be documented on the crash cart checklist and replaced by the licensed nurse or respiratory therapist assigned to check the crash cart.
16. Signature: The licensed nurse or respiratory therapist checking the cart must sign in the designated place on the checklist.

**III. *Defibrillator Check***

- A. As part of the daily crash cart, each defibrillator should be checked for proper working order (delivered energy and discharge buttons), per manufacture recommendations for each specific model. A copy of the test load procedure will be laminated and attached to each crash cart.

**IV. *Replenishment of Crash Cart***

- A. Following each use, the crash cart must be replenished and returned to readiness as soon as possible.
1. The Licensed Nurse involved in the crash cart use will determine what contents were used and need to be replaced.
  2. The Licensed Nurse will report the crash cart use to the on-site nursing supervisor, nurse manager, or designee. The lead on-site registered nurse will be responsible for initiating arrangements to re-stock the crash cart, and will consult with the on-call nursing supervisor, CS Manager, or Pharmacy Supervisor, as needed.
  3. Medications: For crash carts located in the LACHDRHC Urgent Care Clinic and the South Valley Health Center Urgent Care Clinic, back-up sealed crash cart emergency medication trays will be kept in secure areas in each clinic. These trays will be sealed with green numbered pull-tight seals and the numbers will be included on the medication list, which accompanies each tray (Attachment 3). Following each use of crash cart emergency medications in these clinics, the opened emergency medication tray will be replaced with the back-up emergency medication tray, and the lock number on the back-up tray will be documented on the crash cart checklist. The opened tray will then be secured with the red pull-tight seal located inside each tray and hand-carried by licensed nursing staff or sent via LACHDRHC Transportation to the LACHDRHC Pharmacy either the same day or the next regular business day. The LACHDRHC Pharmacy will re-stock the opened tray and return it to the appropriate urgent care clinic.

For the crash carts in the LACHDRHC Urgent care, Radiology, Electrodiagnostics, IM/Women's/Oncology alcove, and Pediatrics Clinic, after each use, the crash cart emergency medication tray will be secured with the red pull-tight seal in the emergency medication tray and taken to the Pharmacy to be re-stocked. The Pharmacy will re-stock the emergency medication tray, and return it to the appropriate crash cart. A respiratory therapist (Radiology and Electrodiagnostics crash cart) or Licensed Nursing Staff (Pediatric Clinic and second floor alcove crash carts) will ensure that the crash

cart is locked and document the numbers of the padlock for the crash cart. If the crash cart is used after-hours, (urgent care only) the opened emergency medication tray will be replaced with the back-up tray from the LACHDRHC Urgent Care Center and the opened tray will be secured with the red pull-tight seal, and stored in a secure location in the LACHDRHC Urgent Care Clinic for transport to the LACHDRHC Pharmacy on the next regular business day.

After use of medications, the medication tray and plastic cover seal will be cleaned and/or disinfected with an approved facility disinfectant, such as quaternary ammonium or bleach, and returned to pharmacy in a clean state.

4. **Supplies:** Following each use of a crash cart, a licensed nurse will conduct an inventory and identify all supplies and/or equipment that was used. To expedite the return of the crash cart to full readiness, supplies will be replenished by nursing staff from clinic stock. Items that cannot be replenished from clinic stock will be ordered from Central Supply by completing the crash cart equipment/supply stock list and faxing it to Central Supply. Central Supply will hand deliver orders for crash carts located on the LACHDRHC campus, and will send orders for SVHC with Transportation on the next regular business day or by arranging for same-day delivery by Transportation. After the crash cart has been fully re-stocked, it will be secured with numbered lock(s) and the lock number(s) will be documented on the crash cart checklist.
5. **Broselow/Hinkle Pediatric Emergency System (Flying Carpet):** A complete back-up Flying Carpet will be stored in the LACHDRHC Central Supply Department. Following any use of the equipment or supplies in a Flying Carpet, the licensed staff responsible for re-stocking the crash cart will contact Central Supply, identify the specific color-coded modules within the Flying Carpet that were opened and the specific items from the Flying Carpet modules that were utilized. Central Supply staff will then determine how the Flying Carpet will be replenished. For example, an entire Flying Carpet module may be exchanged, or only the items that were utilized may be replaced. Central Supply will provide the replacement module or replacement items to the appropriate clinic by the next regular business day.
6. **Cleaning of the crash cart:** Following each use, the crash cart should be cleaned by Nursing Staff by wiping down of all external surfaces with a clean cloth and approved facility disinfectant solution, such as a quaternary ammonium or bleach. In addition, all external contents, and internal contents of any drawers that were opened during the emergency response event, should be inspected: contaminated items will be removed and replaced and the internal drawer surfaces will be wiped down, where indicated. If the crash cart is grossly

contaminated with a large amount of blood or other bodily fluids, beyond a level that can be reasonably cleaned by Nursing Staff, the cart should be wiped down and arrangements made to send the cart to Central Supply for further cleaning.

**V. Pharmacy Crash Cart Inspection**

The Pharmacy will inspect each crash cart quarterly to check for expired medications.

**ATTACHMENTS:**

1. Crash Cart Contents List, Universal
2. Crash Cart contents, Pediatric
3. Crash Cart Checklist

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