



Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 902
VERSION: 1

SUBJECT: Emergency Medication Kits

PURPOSE:

- To standardize the contents of emergency medication kits.
- To provide immediate medical care in emergency cases where life and/or quality of life is measured in minutes.
- To ensure the security of the contents of emergency medication kits.

POLICY:

The Pharmacy Department, in collaboration with medical and nursing services, is responsible for providing and maintaining various types of specific-purpose, medical-staff approved, sealed emergency medication kits for use in medical emergencies at the High Desert Regional Health Center campus and various clinics. Medical-staff approved policies and procedures, that govern the contents, distribution, inspection, and control of emergency medication kits, are developed through interdisciplinary collaboration between pharmacy medical, nursing, and other allied healthcare professionals

PROCEDURE:

Departments:

- * Pharmacy Department
- * Nursing Administration
- * Other Allied Patient Care Departments

Types of Emergency Medication Kits.

1. The HDHS Emergency Response Committee and Pharmacy and Therapeutics Committee have approved the following types of emergency medication kits
 - a. Universal Crash cart Kit. This kit is used during CPR on Adult and Pediatric patients. It is used in crash cart in the Urgent Care Clinics at High Desert Regional Health Center and in South Valley Urgent Care.
 - b. Adult Crash Cart kit This kit is used in the Ambulatory Surgical Center for adult patients
 - c. Pediatric Crash Cart Kit. This kit is used in the Ambulatory Surgical Center for pediatric patients.

- d. Emergency Response box. This kit is used in the Mobile Emergency response box (MERB) in various clinics that do not have crash cart.
- e. Restricted Floor Stock box. This box contains all restricted emergency medications used in the crash cart so that nursing do not need to open the crash cart if not necessary.
- f. Extravasation kit: This kit is used in Extravasations cases associated with antineoplastic drug administration. Extravasations kits are usually stocked in the Oncology clinic where antineoplastic drugs are administered.

Contents of Emergency Medication Kits.

1. Emergency medication kits, along with their contents, are developed by multi-disciplinary sub-committees then forwarded to the medical staff (Pharmacy and Therapeutics Committee, EMR Committee) for approval.

The contents of emergency medication kits will not be changed without the explicit approval of the medical staff committee that oversees the development and approval of these kits.

2. Emergency medications are available in unit-dose, age-specific, and ready-to-administer form whenever possible
3. The appendix of this policy has list of contents of various EMKs currently in distribution.

Packaging of Emergency Medication Kits.

1. Emergency medication kits are prepared by the pharmacy. A pharmacy technician under the supervision of a pharmacist packages emergency medication kits according to the medical staff approved list of contents. A pharmacist checks pharmacy technician prepared kits for accuracy.
2. A list of drug components (with their respective quantities, manufacturers, lot numbers, and expiration dates) is included inside the kit to facilitate the inspection process and drug recall procedures. A copy of this list is also inserted in the Emergency Medication Kit binder.
3. Emergency medication kits are labeled appropriately. The following **information** must be on or inside the box:
 - a. Name of the kit,
 - b. List of drug components,
 - c. Strength, dosage form, quantity, lot number, and expiration date of each drug component,
 - d. The name of the drug that has the most recent expiration date.
 - e. The pharmacist who checks initials and dates the content sheet.

- f. The pharmacist assigns a sequential control number to each EMK.
4. The Pharmacy Department is responsible for sealing emergency medication kits so that the integrity of its components is ensured. The seal number is noted on the content sheet.
5. To comply with good packaging and accountability practices, the pharmacist puts a copy of the content list with lot numbers, expiration dates, in a special binder. Additionally, duplicate content copy is taped to the inside cover. The drug with the shortest expiration dating is yellowed out.

Control of Emergency Medication Kits.

1. The Pharmacy and Therapeutics Committee approved emergency kits are prepared by the Pharmacy.
2. The pharmacy maintains a record of dispensing of each kit and its contents first item to expire.
3. Expired, damaged, unsealed, emergency medication kits will be returned to the pharmacy, by a pharmacist or a designated pharmacy personnel as per above guideline, immediately for replacement.
4. Expired, broken, or used emergency medication kits are not allowed in the clinics.
5. Each kit is sealed by the Pharmacy, which ensures its integrity: i.e., the seal must be broken in order to gain access to the components of EMKs.
6. Pharmacy controls the locks to the Crash cart.
7. Pharmacy keeps a log of locks dispensing to the clinics. Nursing must record the lock number used in the log sheet and return the used log sheets to pharmacy before getting new locks.

Dispensing and Replenishment of Emergency Medication Kits.

For Crash Cart Kits: (Universal Crash Cart Kits, Adult Crash Cart Kits, Pediatric Crash Cart Kits)

1. Crash cart kits will be replenished when used, lock seal is broken, or medication is found to be expired:
 - a. Crash cart kits replenished for MACC Urgent Care and South Valley Urgent Care will be returned to pharmacy by nursing personnel (hand-carried) or sent via HDHS transportation (when applicable). An extra crash cart kit stored in Pyxis machine will be used to replenish crash cart. Pharmacy personnel will then deliver a new crash cart kit to Pyxis machine.

- b. Crash carts replenished for the Ambulatory Surgical Center will be returned to Central Services for cleaning. Central Services will provide ASC with a new crash cart. Central Services will deliver newly cleaned crash cart to pharmacy for kit replenishing and pick up when cart has been replenished. Central Services will maintain fully stocked extra carts for immediate circulation.

Other Emergency Response Kits: (Extravasation Kit, Emergency Response Kit, Restricted Floor Stock Box)

1. These "other" kits will be replenished when used or a medication is found to be expired:
 - a. Nursing will return kit to pharmacy to be replaced; kit will be redelivered by pharmacy or HDHS transportation.

Pharmacy procedures/documentation

1. All returned kits will be documented in the Pharmacy "Manufacture/Dispensing Log."
2. The pharmacist will replace expired/used medications and inspect all other medications for expiration dating and reusage.
3. Emergency Crash Cart will be locked with a numbered lock. This transaction is documented on Emergency Numbered Lock Tracking Form
4. Log forms will be kept for three years

Inspection of Emergency Medication Kits

OPENED/USED Emergency Medication Kit (Seal broken on kits) When a box is opened/used, the Nursing Unit is to remove the kit out of the Medication Room, contact the Pharmacy, place it in a secured area for pick-up by transportation or hand carry to pharmacy for replenishment.

EXPIRED Emergency Medication Tray (Sealed Kits) Replace with a new tray if applicable and contact the Main Building Pharmacy (ext 8455) for replenishment.

Pharmacist Inspection:

1. Emergency medication kits will be inspected every month or quarterly (depending on the clinic) by a pharmacist for their integrity and availability of expired, recalled, damaged, unlabeled, drugs and/or kits.
2. During Nursing Unit inspection, the pharmacist will check the contents of the crash cart and all Emergency Medication Kits, Extravasations and Emergency Response Kits for expired drugs or soon to be expired drugs.

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- Records of inspection are maintained as per Floor Stock Inspection Policy for three years.

Crash Cart Locks

Pharmacy controls all locks to emergency crash carts

- Pharmacy documents the distribution of numbered locks when replenishing/restocking Emergency Medication Kits .
- Pharmacy documents the distribution of numbered locks when replacing outdated or soon to be outdated Emergency Medication Kits during Nursing Unit Inspections on the Manufacture/Dispensing Log in the Pharmacy
- Pharmacy Service is the only department with access to Crash Cart Locks.
- Crash Cart Lock use is documented on the Emergency Numbered Lock Tracking Form.

The record of Emergency Numbered Lock Tracking Form will be maintained for (3) years.

Approved By: Romina Panoussi (PHARMACY SERVICES CHIEF II)	
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