

***VALLEYCARE***  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**POLICY & PROCEDURE**

**NUMBER: 1662**  
**VERSION: 1**

**SUBJECT/TITLE:**    **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 on hospital wards and clinics.

**PURPOSE:**         To ensure emergency medication kits are properly stocked secured and available for responses to medical emergencies

**DEPARTMENTS:**    Medical Staff, Pharmacy, Nursing

**DEFINITIONS:**    **Types of Emergency Medication Kits**

1.     The Olive View-UCLA Medical Center Pharmacy and Therapeutics Committee has approved the following types of emergency medication kits (EMKs).
  - a.     Adult CPR Emergency Medication Kit. This kit is used during CPR on adult patients. It is extensively distributed throughout the Medical Center.
  - b.     Toxemia Drug Kit. The drugs content of this kit are used in pregnant patients for the treatment of pre-eclampsia of pregnancy. The distribution of this kit is limited to the wards that care for these patients; e.g., Labor & Delivery, Antepartum, and Postpartum.
  - c.     Pediatrics CPR Emergency Medication Kit. This kit is distributed to all patient care areas where pediatric patients are cared.
  - d.     Extravasations Kit. This kit is used in Extravasations cases associated with antineoplastic drug administration. Extravasations kits are usually stocked in chemo clinic and other nursing units where antineoplastic drugs are administered.
  - e.     Neonatal CPR Kit. These kits are usually distributed to NICU.

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- f.     Rapid Response Kit. This kit is used by the Rapid Response Team to provide early intervention to slow or prevent the patient's clinical deterioration. This kit does not replace the Emergency Medication Kit.

**PROCEDURE:**

The 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.

**A. Contents of Emergency Medication Kits.**

1. Emergency medication kit contents are developed by multi-disciplinary sub-committees then forwarded to the medical staff (Pharmacy and Therapeutics Committee, CPR Committee) for approval. ***Non-Approved EMKs are not allowed to be stocked in patient care areas.***

The emergency medication kit contents will not be changed without the explicit approval of the medical staff committee that oversees the development and approval of these kits; e.g., CPR Committee for adult EMK, OB-GYN department for toxemia drug kit, NICU department for NICU kit, Oncology department for Extravasations kit, etc.

2. Emergency medications are available in unit-dose, age-specific, and ready-to-administer forms whenever possible.

**B. 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 included with the box:
  - a. Name of the kit
  - b. List of drug components
  - c. Strength, dosage form, quantity, lot number, and expiration date of

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- each drug component
  - d. The name of the drug that has the most recent expiration date
  - e. An auxiliary label "Return to pharmacy" may also be added to the cardboard box
  - f. The pharmacy technician initials and dates the content sheet
  - g. The pharmacy technician assigns a sequential control number to each EMK.
  - h. An additional label for the expiration dates of Normal Saline 1000mL and Dextrose 5% 250mL (supplied by Central Services and located on the crash cart) is affixed on the outside of the sealed EMK.
4. The Pharmacy Department is responsible for sealing emergency medication kits so that the integrity of their components is ensured. *No other department is allowed to seal EMKs.*
5. To comply with good packaging and accountability practices, the pharmacy technician puts a copy of the content list with lot numbers, expiration dates, in an identified binder. Additionally, a duplicate content copy is placed with the kit. The drug with the shortest expiration dating is noted in a boxed area on the content list.

**C. Distribution and Control of Emergency Medication Kits.**

1. Adult CPR Emergency Medication Kits  
Pediatric CPR Emergency Medication Kits  
Neonatal CPR Emergency Medication Kits
- a. After a code, an emergency cart is utilized and lock seal is broken:
    - i. Nursing will remove the opened EMK out of the cart and place it in a secured area such as the medication room. Pharmacy technicians or Nursing will return the opened EMK to the pharmacy.
    - ii. When a replacement order is received from the nursing unit, Central Service will deliver a fully replenished Emergency Crash Cart to the unit first and return the used opened cart to Central Services for cleaning, restocking and locking.
    - iii. A pharmacy technician stocks the cart with a new EMK and retrieves a numbered lock. Both EMK and lock are documented on the EMK Manufacture/Dispensing Log form and Emergency Numbered Lock Tracking form. The pharmacist will validate that the EMK and IV solutions were checked with their code initial.

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Central Services will retrieve the carts for distribution.

- b. All emergency carts that contain an expired item, other than the emergency medication trays and noted by Central Services on the cart, will be returned to Central Services for complete cleaning and restocking. EMK trays must be removed from the cart before returning to Central Services. Pharmacy personnel will retrieve the EMK.
- c. Central Services will maintain fully stocked extra carts for immediate circulation; four (4) adults carts and two (2) pediatric cart.

**D. Pharmacy Replenishment of Emergency Medication Kits:**

1. Toxemia Drug Kit  
Extravasation Kit  
Rapid Response Kit  
After these kits have been used:
  - a. Nursing will return used kit to the pharmacy
  - b. Pharmacy will replace kits and document
2. During Nursing Unit inspection, the pharmacist will check the contents of the crash cart and all Emergency Medication Kits, Toxemia, Extravasations and Rapid Response Kits for expired drugs and/or those approaching their expiry date.
3. As EMKs are **returned**, the pharmacy will document such transactions on the Pharmacy's "Manufacture/Dispensing Log."
4. Records of dispensing are maintained for three years.

**E. 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. Each kit is sealed by the pharmacy, which ensures its integrity; i.e., the

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seal must be broken in order to gain access to the components of EMKs.

5. Pharmacy controls the locks to the crash cart. Pharmacy is the only department permitted to lock any crash cart.

**F. Inspection of Emergency Medication Kits.**

1. Emergency medication kits will be inspected every month or 30 days by a pharmacist for their integrity and availability of expired, recalled, damaged, unlabeled, drugs and/or kits.
2. Expired, broken, or used emergency medication kits are not allowed on nursing units or Central Services.
  - a. **OPENED/USED CPR Emergency Medication Kit (Seal broken on kits)** When a box is opened/used, the Nursing Unit is to remove the kit out of the Emergency Cart, place it in a secured area for pick-up by pharmacy and order a locked, restocked cart from Central Services.
  - b. **EXPIRED CPR Emergency Medication Kit (Sealed Kits)** **Contact the** Inpatient Pharmacy, who will immediately replace kit in the Crash cart.
3. Records of inspection are maintained as per Floor Stock Inspection Policy for three years.

**G. Crash Cart Locks**

Pharmacy controls all locks to emergency crash carts

1. Pharmacy documents the distribution of numbered locks when replenishing/restocking Emergency Medication Kits in Central Services.
2. 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 (PP 512 (1597 VC PP), Nursing Unit Inspection).
3. Pharmacy Service is the only department with access to Crash Cart Locks.
4. NICU, Pediatrics and Pediatric Clinic are the only areas that maintain and check their Emergency Cart. During pharmacy operation hours, Pharmacy will replace the locks in these areas when check or restocking has been

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completed.

5. 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.

References:	
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