

STANDARD OPERATING PROCEDURE

Checking, Restocking and Management of Resuscitation Grab Bag

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VALIDITY – All local SOPS should be accessed via the Trust intranet

CHANGE RECORD

Version	Date	Change details
1.1		<i>Changes made following consultation with the Physical Health and Medical Devices</i>
1.2	<i>June 2018</i>	<i>Update to information regarding additional grab bag locations</i>
1.3	<i>Sept 2018</i>	<i>Addition of Size 3 mac laryngoscope. Addition of two spare grab bags and their location</i>
1.4	<i>Aug 2019</i>	<i>Changes made to include CAMHS and General Practice following consultation with the Physical Health and Medical Devices</i>
1.5	<i>Sept 2020</i>	<i>Changes made to PPE as a result of Covid-19</i>
1.6	<i>Oct 2021</i>	<i>Minor changes to checklists/contents in accordance with best practice</i>
1.7	<i>Oct 2024</i>	<i>Reviewed with minor amends. Approved at Physical Health and Medical Devices Group (9 October 2024).</i>

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1. INTRODUCTION

Standardisation of the equipment used for cardiopulmonary resuscitation (including defibrillators and emergency suction equipment), and the layout of equipment and drugs throughout an organisation is recommended by the UK Resuscitation Council (2016). The new resuscitation grab bag has been developed in order that we standardised the equipment and layout across the Trust thereby improving and patient safety.

The purpose of this document is to:

- Provide guidance on the checking and restocking of the Humber Teaching NHS Foundation Trust Standardised Resuscitation Grab Bag.
- Provide supportive documentation to ensure that daily and monthly checks are auditable.
- Provide guidance on what to do in the event a bag has been used.

2. SCOPE

This policy applies to all employees of Humber Teaching NHS Foundation Trust, contract and agency staff.

3. DUTIES AND RESPONSIBILITIES

Director of Nursing and Medical Director

Responsible for ensuring that this Standard Operating Procedure (SOP) is reviewed, approved and monitored by the appropriate Trust-wide group.

Resuscitation Officer/Physical Health and Medical Devices Group

Will report, give advice and provide assurance to the board on all matters relating to any resuscitation activities undertaken within the Trust, as well as conducting an audit of trust wide resuscitation equipment and compliance with this SOP on a yearly basis.

Modern Matrons

Will ensure this SOP is monitored within all areas within their sphere of responsibility to ensure compliance by monitoring checklists.

All Staff

Including support services and non-clinical areas should familiarise themselves with the contents of the bag and this standard operating procedure and adhere to the recommended actions.

4. PROCEDURES

4.1. Daily checking of the resuscitation grab bag

All staff members are responsible for inspecting and recording the daily check of the bag.

The daily check of the resuscitation grab bag **does not** require the seal to be broken.

The daily check will consist of:

- The bag remains sealed with the numbered seal and the seal number corresponds to the one documented upon the checklist

- The status indicator on the automated external defibrillator indicates an operational machine via the clear window in the front of the bag
- The oxygen cylinder is full via the clear window in the side of the bag

The daily check of the bag **MUST** be documented on the daily checklist which is stored within the clear pouch on the front of the bag. The staff member is required to initial the daily checklist to indicate all is correct.

Completed checklists should be kept with the bag for a period of 12 months, after which they should be archived with other kept unit documents.

4.2. Monthly checking of the resuscitation grab bag

There is a consumables list for all items held in the bag. This list documents each individual item held within the grab bag and is for the information of the staff.

On the last day of every month the contents and expiry dates should be inspected and items within **one month** of their expiry date should be identified and a replacement ordered. The bag should be opened and the contents inspected for signs of damage. If an item has expired or is damaged it should be replaced with new in date stock. On completion of this the bag should be resealed with a new tag and the number documented upon the checklist.

4.3. What to do in the event a problem is identified upon checking the bag

If a problem is identified during the bag check the issue should be rectified immediately and the bag resealed. Should a problem occur with the Automated External Defibrillator during office hours the resuscitation officer should be immediately informed and if required clinical engineering should be requested to attend to rectify the issue by contacting them on 01482 461846.

Should a catastrophic problem occur (i.e. a complete failure of the machine) out of hours, standalone units should borrow a machine from an area such as ECT or reception at Townend Court until a repair can be effected. In the event that one of these machines is borrowed staff **MUST** make the department and the resuscitation officer aware and make provision for returning the machine at the earliest opportunity. Should a problem occur on a site where there are multiple AEDs available, a clear sign must be displayed within the front window of the grab bag stating the location of the next available defibrillator.

4.4. What to do in the event that the bag has been used

In the event that the bag has been used at an incident, it should be restocked and sealed at the earliest opportunity, ideally within four hours. A stock replenishment list can be found within this standard operating procedure. Replacement stock should be obtained from the resuscitation officer during normal office hours. Out of hours a supply of stock will be held at Miranda House and the Humber Centre reception for 24/7 access out of office hours.

If this is not possible a grab bag kitted only with consumables (**no oxygen or defibrillator**) will be available from the Humber Centre reception for use until staff can arrange for the unit bag to be restocked appropriately.

In the event that this stock is accessed staff should still request replacements via the resuscitation department clearly stating the location from which the consumables were obtained.

If the defibrillator has been used, the data will be downloaded by the Resuscitation Officer for review.

A Datix should also be completed.

4.5. Documentation

The following documents will be stored within the external clear front pouch on the grab bag:

- SOP for Checking, Restocking and Management of Resuscitation Grab bags including pictorial contents list
- Checklists

5. REFERENCES

Resuscitation Council (2021). 2021 Resuscitation Guidelines. London. Resuscitation Council

Resuscitation Council (2021). Minimum Equipment and Drug Lists for Cardiopulmonary Resuscitation. Mental Health Inpatient Care. London

Resuscitation Council (2021). Minimum Equipment and Drug Lists for Cardiopulmonary Resuscitation. Primary Care. London.

Medical Emergencies and Resuscitation Policy and Procedure

Appendix 1: External Standard Grab Bag (Inpatient)



Clear front documentation pocket

Defibrillator viewing window

Internal view



Internal layout showing position of internal pouches and equipment

Internal Pouches



Suction

x1 Evac-s handheld suction device with catheters



Personal Protective Equipment PPE

- x2 pairs medium Nitrile gloves
- x2 pairs large Nitrile gloves
- x3 fluid-resistant gowns
- x3 FFP3 masks



Dressings

- x2 Softdrape dressing packs x2
- No4 ambulance dressings
- x2 10x10cm gauze swabs 5's
- x1 roll 1" tape



Breathing

- x1 high concentration non rebreathe mask
- x1 aerosol mask
- x1 24% @ 2l Venturi Blue
- x1 nebuliser chamber
- x1 1.8m oxygen tubing
- x1 adult nasal cannula



BVM and Pocket Mask

- x1 adult bag with size 5 mask
- x1 pocket resus mask with O₂ inlet
- Viral Filter



Airway

- x1 size 2 op airway
- x1 size 3 op airway
- x1 size 4 op airway
- x1 size 3 l-gel resus pack
- x1 size 4 l-gel resus pack
- x1 6.0 NP airway
- x1 7.0 NP airway
- x1 catheter mount
- x1 Mac 3 laryngoscope
- x1 adult Magill's forceps
- x1 size 3 anaesthetic facemask
- x1 size 4 anaesthetic facemask
- x2 5g sachet Optilube



External Zip/Seal

Seal number must match the one recorded on the checklist



Oxygen Viewing Panel

Utilise for daily checks

Appendix 2: Standard Emergency Grab Bag Contents for Inpatient Areas (for those without access to a Crash Trolley)

Unit:

Month:

Year:

DAILY CHECKS	To be initialled by checker daily						
	1	2	3	4	5	6	7
Exterior of bag is clean and intact Pilfer seal is unbroken							
Automated External Defibrillator Check defib display through window in bag Battery above 2 bars	8	9	10	11	12	13	14
OXYGEN – check contents above $\frac{3}{4}$ full	15	16	17	18	19	20	21
Emergency Drugs Bag Check seal intact and expiry date	22	23	24	25	26	27	28
	29	30	31				
MONTHLY AND AFTER USE CHECKS CHECK	/ /	/ /	/ /	/ /	/ /	/ /	/ /
	Please Tick	Please Tick	Please Tick	Please Tick	Please Tick	Please Tick	Please Tick
DEFIB POCKET Adult Defib pads x2 Razor Tough cut scissors							
AIRWAY POUCH Oropharyngeal airways 2, 3 & 4 I-Gel Resus pack Size 3 & 4 Catheter mount Nasopharyngeal airways 6 & 7 5g sachet of lubricating gel x2 Facemask cushion size 3 & 4 Magill's forceps Adult Laryngoscope Mac 3							
Bag Valve mask, Viral filter & mask size 5 Pocket mask with O ₂ port							
BREATHING POUCH Hi flow oxygen mask Adult Aerosol mask Adult Oxygen tubing 24% Venturi valve Nebuliser pot Nasal cannula Adult							
SUCTION POUCH Suction unit with catheters							
PPE POUCH Large & medium gloves x2 pair each FFP3 Masks x3 Fluid resistant gowns x3							
DRESSINGS POUCH Dressings with bandage n°4 x2 Gauze swabs 10x10cm sterile 5's x2 Roll 1" Transpore white tape Dressing Packs x2							
PILFER SEAL NUMBER							
Emergency Drugs Bag <ul style="list-style-type: none"> • Bag openend – contents inspected for signs of damage • Items within one month of expiry date ordered • Resealed. New tag number documented on contents list 							
DATE AND SIGNATURE OF CHECKER							

Appendix 3: External Standard Grab Bag CAMHS Inpatient



Clear front documentation pocket

Defibrillator viewing window

Internal view



Internal layout showing position of internal pouches and equipment



Suction

x1 Evac-s handheld suction device with Catheters



Personal Protective Equipment PPE

- x2 pairs medium Nitrile gloves
- x2 pairs large Nitrile gloves
- x3 fluid-resistant gowns
- x3 FFP3 masks



Dressings

- x2 Softdrape dressing packs x2
- No4 ambulance dressings
- x2 10x10cm gauze swabs 5's
- x1 roll 1" tape



Breathing

- x1 high concentration non-rebreathe mask adult and child
- x1 aerosol mask adult and child
- x1 24% @ 2l Venturi Blue
- x1 28% @ 4l Venturi White
- x1 nebuliser chamber
- x1 1.8m oxygen tubing
- x1 adult and child nasal cannula



Airway

- x1 size 1 op airway
- x1 size 2 op airway
- x1 size 2.5 op airway
- x1 size 3 op airway
- x1 size 4 op airway
- x1 size 2.5 l-gel
- x1 size 3 l-gel resus pack
- x1 size 4 l-gel resus pack
- x1 5.0 NP airway
- x1 6.0 NP airway
- x1 7.0 NP airway
- x1 catheter mount
- x1 Mac 3 Laryngoscope
- x1 Mac2 laryngoscope blade
- x1 adult Magill's forceps
- x1 child Magill's forceps
- x2 5g sachet Optilube



BVM and Pocket Mask

- x1 adult bag with sizes 3,4 and 5 masks
- x1 pocket resus mask with O₂ inlet
- x1 Viral Filter



External Zip/Seal

Seal number must match the one recorded on the checklist



Oxygen Viewing Panel

Utilise for daily checks.

Appendix 4: Standard CAMHS Emergency Grab Bag Contents for CAMHS Inpatient Area

Unit:

Month:

Year:

DAILY CHECKS	To be initialled by checker daily						
	1	2	3	4	5	6	7
Exterior of bag is clean and intact Pilfer seal is unbroken							
Automated External Defibrillator Check defib display through window in bag Battery above 2 bars	8	9	10	11	12	13	14
OXYGEN – check contents above $\frac{3}{4}$ full	15	16	17	18	19	20	21
Emergency Drugs Bag Check seal intact and expiry date	22	23	24	25	26	27	28
	29	30	31				
MONTHLY AND AFTER USE CHECKS CHECK	/ /	/ /	/ /	/ /	/ /	/ /	/ /
	Please Tick	Please Tick	Please Tick	Please Tick	Please Tick	Please Tick	Please Tick
DEFIB POCKET Adult Defib pads x2 Razor Tough cut scissors							
AIRWAY POUCH Oropharyngeal airways 1,1.5,2, 3 & 4 I-Gel Resus pack Size 2.5 3 & 4 Catheter mount Nasopharyngeal airways 5, 6 & 7 5g sachet of lubricating gel x2 Magill's forceps Adult & child Laryngoscope Mac 3 Laryngoscope blade Mac 2							
Bag Valve mask, Viral filter & mask size 2, 3, 4 & 5 Pocket mask with O ₂ port							
BREATHING POUCH Hi flow oxygen mask Adult & Paediatric Aerosol mask Adult & Paediatric Oxygen tubing 24% & 28% Venturi valve Nebuliser pot Nasal cannula Adult & Paediatric							
SUCTION POUCH Suction unit with catheters							
PPE POUCH Large & medium gloves x2 pair each FFP3 Masks x3 Fluid resistant gowns x3							
DRESSINGS POUCH Dressings with bandage n°4 x2 Gauze swabs 10x10cm sterile 5's x2 Roll 1" Transpore white tape Dressing Packs x2							
PILFER SEAL NUMBER							
Emergency Drugs Bag <ul style="list-style-type: none"> • Bag opened – contents inspected for signs of damage • Items within one month of expiry date ordered • Resealed. New tag number documented on contents list 							
DATE AND SIGNATURE OF CHECKER							

Appendix 5: External Standard Grab Bag General Practice



Clear front documentation pocket

Defibrillator viewing window

Internal view



Internal layout showing position of internal pouches and equipment



Suction

x1 Evac-s handheld suction device with catheters



Personal Protective Equipment PPE

- x2 pairs medium Nitrile gloves
- x2 pairs large Nitrile gloves
- x3 fluid-resistant gowns
- x3 FFP3 masks



Dressings

- x2 Softdrape dressing packs x2
- No4 ambulance dressings
- x2 10x10cm gauze swabs 5's
- x1 roll 1" tape



Breathing

- x1 High concentration non-rebreathe mask adult and child
- x1 aerosol mask adult and child
- x1 24% @ 2l Venturi Blue
- x1 nebuliser chamber
- x1 1.8m oxygen tubing
- x1 adult and child nasal cannula



Airway

- x1 size00 op airway
- x1 size 0 op airway
- x1 size 1 op airway
- x1 size 2 op airway
- x1 size 3 op airway
- x1 size 4 op airway
- x1 size 4 l-gel resus pack
- x1 catheter mount
- x1 size 3 cushion facemask
- x1 size 4 cushion facemask



BVM and Pocket Mask

- x1 adult bag with size 5 mask
- x1 child bag with sizes 2 & 1 mask
- x1 pocket resus mask with O₂ inlet
- x1 Viral Filter



External Zip/Seal

Seal number must match the one recorded on the checklist



Oxygen Viewing Panel

Utilise for daily checks.

Appendix 6: Standard GP Emergency Grab Bag Contents for General Practice

Unit:

Month:

Year:

DAILY CHECKS	To be initialised by checker daily						
	1	2	3	4	5	6	7
Exterior of bag is clean and intact Pilfer seal is unbroken	8	9	10	11	12	13	14
Automated External Defibrillator Check defib display through window in bag Battery above 2 bars	15	16	17	18	19	20	21
OXYGEN – check contents above ¾ full	22	23	24	25	26	27	28
Emergency Drugs Bag Check seal intact and expiry date	29	30	31				
MONTHLY AND AFTER USE CHECKS CHECK	/ /	/ /	/ /	/ /	/ /	/ /	/ /
	Please Tick	Please Tick	Please Tick	Please Tick	Please Tick	Please Tick	Please Tick
DEFIB POCKET Adult Defib pads x2 Razor Tough cut scissors Ligature cutter							
AIRWAY POUCH Oropharyngeal airways 00,0,1,2, 3 & 4 I-Gel Resus pack Size 4 Catheter mount Facemask cushion size 3 & 4 Magill's forceps Adult & child Laryngoscope Mac 3 Laryngoscope blade Mac 2							
Bag Valve mask Adult, Viral filter & mask size 5 Bag Valve mask Paediatric, Viral filter & mask size 1 & 2 Pocket mask with O ₂ port							
BREATHING POUCH Hi flow oxygen mask Adult & Paediatric Aerosol mask Adult & Paediatric Oxygen tubing 24% Venturi valve Nebuliser pot							
SUCTION POUCH Suction unit with catheters							
PPE POUCH Large & medium gloves x2 pair each FFP3 Masks x3 Fluid resistant gowns x3							
DRESSINGS POUCH Dressings with bandage n°4 x2 Gauze swabs 10x10cm sterile 5's x2 Roll 1" Transpore white tape Dressing Packs x2							
PILFER SEAL NUMBER							
Emergency Drugs Bag <ul style="list-style-type: none"> • Bag opened – contents inspected for signs of damage • Items within one month of expiry date ordered • Resealed. New tag number documented on contents list 							
DATE AND SIGNATURE OF CHECKER							

Appendix 7: Consumable Equipment Order Form

Unit:..... Requesting staff member:..... Budget code:.....

Date of Request:/...../.....

Description	Number required
Aerosol mask Adult	
Aerosol mask child	
Airway: i-gel size 2.5	
Airway: i-gel resus pack size 3	
Airway: i-gel resus pack size 4	
Airway: oral size 00	
Airway: oral size 0	
Airway: oral size 1	
Airway: oral size 1.5	
Airway: oral size 2	
Airway: oral size 3	
Airway: oral size 4	
Airway: Nasal size 5.0mm	
Airway: Nasal size 6.0mm	
Airway: Nasal size 7.0mm	
BVM Adult	
BVM Child	
Catheter Mount	
Defibrillator pads Lifepak 1000 Adult	
Defibrillator pads Lifepak 1000 Child	
Dressing Ambulance No 4	
Dressing Pack Large	
Gloves Medium 2 pairs	
Gloves Large 2 pairs	
High Flow O ₂ mask Adult	
High Flow O ₂ mask Child	
Laryngoscope Mac 3 Disposable	
Laryngoscope Mac 2 Disposable Blade	
Lubricant gel 5g	
Mask anatomical size 4	
Mask anatomical size 3	
Mask anatomical size 2	
Mask circular size 1	
Mask circular size 0	
Magill's forceps Adult	
Magill's forceps Child	
Nasal Cannula Adult	
Nasal Cannula Child	
Nebuliser pot	
Oxygen Tubing 1.8m	
Pilfer seals numbered	
Tape adhesive 1"	
Suction Handheld Evac-S	
Suction liner (LSU Serres)	
Venturi valve 24% Blue	
Venturi valve 28% White	

Supplies of replacement oxygen can be obtained by calling British Oxygen Company (BOC) on 0800 111333 and quoting account number. If replacements are required out of hours emergency supplies may be obtained from the ECT department at Miranda House.