

STANDARD OPERATING PROCEDURE CHECKING, RESTOCKING AND MANAGEMENT OF EMERGENCY DRUGS BAG

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CHANGE RECORD

Version	Date	Change details
1.0	Dec 2018	Amended layout and wording of some sections.
1.1	Nov 2020	Amended Pharmacy contact details
1.2	Oct 2021	Amended Anaphylaxis contents
1.3	Dec 2022	Updated GP Checklists. Approved at PHMD group (14 Dec 2022).

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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 Emergency Drugs bag has been developed in order to standardise 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 Foundation NHS Trust standardised Emergency drugs 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 Standard Operating Procedure applies to all employees of Humber Teaching Foundation NHS 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. These will be evidenced within the Perfect Ward.

All Staff

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

4. PROCEDURES

4.1 Daily checking of the Emergency Drugs Bag

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

The relevant checklists can be found on the intranet (<https://intranet.humber.nhs.uk/directorates/emergency-medicines.htm>)

The daily check of the emergency drugs bag **does not** require the numbered 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 on the checklist
- Ensure the listed contents are in date

The daily check of the bag **must** be documented on the daily checklist for resuscitation equipment. The staff member is required to initial the daily checklist to indicate all is correct.

4.2 Monthly checking of the Emergency Drugs Bag

There is a list for all items held in the bag which should be stored in the rear zipped pocket of the bag. This list documents the expiry date of each individual item held with the bag and is for the information of the staff.

On the last day of every month the contents and expiry dates list should be inspected and items within one month of their expiry date should be identified and reordered. The bag should be opened and the contents inspected for signs of damage. On completion of this the bag should be resealed with a new tag and the number documented upon the checklist. Any expired medications should be disposed of in accordance with the safe and secure handling of medicines policy.

4.3 Ordering replacement stock for expiring items

When an item is within four weeks of its expiry a replacement should be ordered.

Drugs should be ordered in the usual way using the stock order form.

Consumables can be ordered by contacting the resuscitation office. This can be done via email: John.sands@nhs.net.

Referring to the contents lists in Appendix 2, the following are considered as consumables:

- Sodium Chloride 10ml posiflush
- Tourniquet
- Intravenous Cannula 20g Pink
- Intravenous Cannula 18g Green
- Intravenous Cannula 16g Grey
- Intravenous fluid giving set
- Cannula dressing
- Pre injection swab
- Syringe 1ml
- Syringe 2ml
- Needle Drawing up
- Needle 21g 1”1/2 (Green)
- Needle 23g 1”1/4 (Blue)

4.4 Ordering replacement stock in the event of an item being used

Items only need to be ordered when the stock level falls below the specified minimum amount on the contents list (Appendix 2, column 2).

During working hours (Monday to Friday 9am-5:30pm, excluding bank holidays) drugs should be ordered using the following process:

Pharmacy Department

Medication should be ordered via your ward-based technician, when the ward-based technician is unavailable please contact the pharmacy department on: either 01482 389269 or 01482 389113.

Email Pharmacy Procurement: hnf-tr.pharmacyprocurement@nhs.net

During working hours (Monday to Friday 9am-5:30pm, excluding bank holidays) consumables should be ordered by emailing the resuscitation officer on John.Sands@nhs.net.

Out of working hours consumables can be collected from the small stock holding of spare resuscitation equipment held in the reception of either Miranda House or the Humber Centre. It is advised that you make a phone call prior to arriving at the reception. The contact details are as follows:

4.5 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. If you are unable to rectify the problem, please contact the pharmacy team on 01482 389269.

4.5 What to do in the event that the bag has been used

If the bag has been used at an incident, it should be restocked and sealed at the earliest opportunity ideally within four hours. Photographs of the bag layout can be found within this standard operating procedure (Appendix 1) to aid the restocking process (please note photograph illustrate in patient unit layout). Replacement drugs should be obtained from the pharmacy at the earliest available opportunity and consumable items such as cannulas are to be acquired as mentioned above.

A DATIX should also be completed.

NOTE: Due to Glucagon 1mg being stored at room temperature, the expiry date may need to be revised. **The expiry date of the Glucagon 1mg should be no longer than 18 months from the date it was removed from the fridge or the current expiry date, whichever is shortest.** (Stickers to facilitate this can be obtained via the resuscitation officer or the Trust Pharmacy department who can be contacted on 01482 389269).

4.6 Documentation

The following documents will be stored within the external clear zipped back pouch on the bag.

- Contents and expiry dates sheet. (Appendix 2)

When the bag is initially stocked the quantity of contents and expiry of each will be documented on the sheet provided with the bag as per the example within appendix 2. In the event of an item being used which does not necessitate the replacement of stock i.e. an Aspirin tablet of which there are 32 within one box, the list stock level should be updated on the provided list by removing the previous stock level of 32 with an alcohol based wipe and re-entering the new stock level 31 with the provided pen. The bag should then be resealed and the new seal number documented on the contents sheet.

5. REFERENCES

- Resuscitation Council (2021). 2015 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.
- Resuscitation Council (2021). Minimum Equipment and Drug Lists for Cardiopulmonary Resuscitation. Community Hospitals Care. London.

6. ASSOCIATED DOCUMENTS

- Safe and Secure Handling of Medicines Policy
- Resuscitation (and medical emergencies) Policy
- Standard Operating Procedure for Checking, Restocking and Management of Resuscitation Grab Bag
- <https://intranet.humber.nhs.uk/directorates/emergency-medicines.htm>
- Procedure for Transport of Pharmacy Supplies by Taxi

Appendix 1

External Bag



External View of bag

Internal Bag (In Patient)



Internal view of bag pouches



Internal view of bag pouches



Intravenous equipment board



Internal view of bag



Syringes and needles

Internal Pouches & Contents (in patient units)



Anaphylaxis pouch RED

Adrenaline 1:1000 1ml x10



Breathing Difficulties BLUE

Salbutamol Nebules 2.5mg/2.5ml x10

Chest Pains BLUE

GTN Spray 400mcg Spray x 1
Aspirin 300mg x 32



Cardiac Arrest YELLOW

Adrenaline 1:10,000 10ml x4
Amiodarone 300mg 10ml x 1



IV Fluids BLACK

Sodium Chloride 500ml x2



Opiate Overdose ORANGE

Naloxone 400mcg/1ml x10

Benzodiazepine Overdose ORANGE

Flumazenil 0.1mg/1ml x5

FOR GP PRACTICES FLUMAZENIL IS NOT REQUIRED AND SPACE SHOULD BE USED TO STORE BENZYL PENICILLIN.

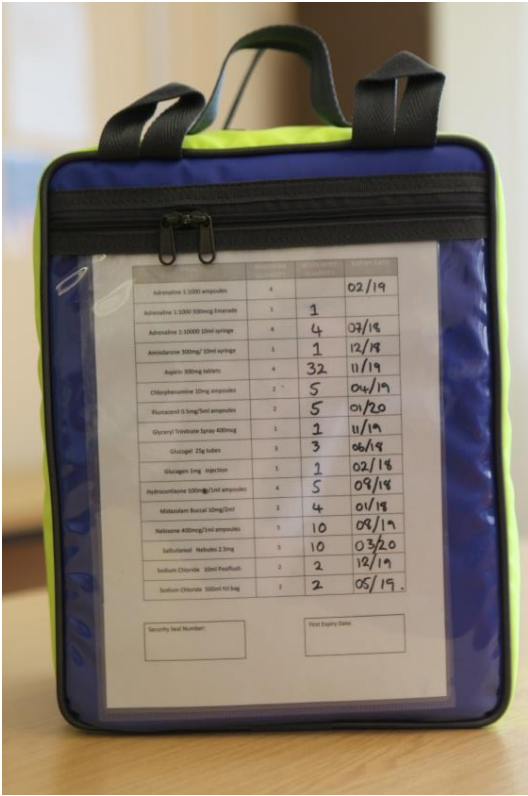


Convulsions GREEN

Midazolam Buccal 10mg/2ml x4
IN MIU, OPD & GP PRACTICE THIS POUCH SHOULD ALSO STOCK MIDAZOLAM 7.5MG/1.5ML x2, MIDAZOLAM 5MG/1ML x2 & MIDAZOLAM 2.5MG/0.5ML x2.

Hypoglycaemia GREEN

Glucogel 40% x3
Glucagon 1mg/1ml x2



Zipped rear pocket of bag illustrating contents list.



Security seal number should be entered onto contents sheet.

Appendix 2: Contents List for Inpatient Units and Substance Misuse (Baker Street)

ITEM	MINIMUM STOCK LEVEL	REMAINING QUANTITY	EARLIEST EXPIRY DATE
Adrenaline 1:1000 Ampoules	4		
Adrenaline 1:10,000 10ml syringe	4		
Amiodarone 300mg/10ml syringe	1		
Aspirin 300mg tablets	4		
Flumazenil 0.5mg/5ml ampoules	2		
Glyceryl Trinitrate Spray 400mcg	1		
Glucogel 25g tubes	2		
Glucagon 1mg injection	1		
Midazolam Buccal 10mg/2ml	2		
Naloxone 400mcg ampoules	5		
Salbutamol 2.5mg nebulas	5		
Sodium Chloride 10ml posiflush	2		
Sodium Chloride 500ml IV bag	2		
Tourniquet	1		
Intravenous Cannula 20g Pink	2		
Intravenous Cannula 18g Green	2		
Intravenous Cannula 16g Grey	2		
Intravenous fluid giving set	2		
Cannula dressing	4		
Pre injection swab	6		
Syringe 1ml	10		
Syringe 2ml	5		
Needle Drawing up	5		
Needle 21g 1"1/2 (Green)	5		
Needle 23g 1"1/4 (Blue)	5		

Security Seal Number:

First Expiry Date:

Contents List for GP practices

ITEM	MINIMUM STOCK LEVEL	REMAINING QUANTITY	EARLIEST EXPIRY DATE
Adrenaline 1:1000 Ampoules	4		
Adrenaline 1:10000 10ml syringe	4		
Amiodarone 300mg/10ml syringe	1		
Aspirin 300mg tablets	4		
Benzyl Penicillin 600mg	2		
Glyceryl Trinitrate Spray 400mcg	1		
Glucogel 25g tubes	2		
Glucagen 1mg injection	1		
Midazolam 10mg/2ml Prefilled Oral Syringe	2		
Midazolam 7.5mg/1.5ml Prefilled Oral Syringe	2		
Midazolam 5mg/1ml Prefilled Oral Syringe	2		
Midazolam 2.5mg/0.5ml Prefilled Oral Syringe	2		
Naloxone 400mcg ampoules	5		
Salbutamol 2.5mg nebulas	5		
Sodium Chloride 10ml posiflush	2		
Water for Injections	2		
Sodium Chloride 500ml IVI bag	2		
Tourniquet	1		
Intravenous Cannula 20g Pink	2		
Intravenous Cannula 18g Green	2		
Intravenous Cannula 16g Grey	2		
Intravenous fluid giving set	2		
Cannula dressing	4		
Pre injection swab	6		
Syringe 1ml	10		
Syringe 2ml	5		
Syringe 10ml	2		
Needle Drawing up	5		
Needle 21g 1"1/2 (Green)	5		
Needle 23g 1"1/4 (Blue)	5		

Security Seal Number:

First Expiry Date:

Contents List for Outpatients and MIU

ITEM	MINIMUM STOCK LEVEL	REMAINING QUANTITY	EARLIEST EXPIRY DATE
Adrenaline 1:1000 Ampoules	4		
Adrenaline 1:10000 10ml syringe	4		
Amiodarone 300mg/10ml syringe	1		
Aspirin 300mg tablets	4		
Benzyl Penicillin 600mg	2		
Glyceryl Trinitrate Spray 400mcg	1		
Glucogel 25g tubes	2		
Glucagen 1mg injection	1		
Midazolam 10mg/2ml Prefilled Oral Syringe	2		
Midazolam 7.5mg/1.5ml Prefilled Oral Syringe	2		
Midazolam 5mg/1ml Prefilled Oral Syringe	2		
Midazolam 2.5mg/0.5ml Prefilled Oral Syringe	2		
Naloxone 400mcg ampoules	5		
Salbutamol 2.5mg nebulas	5		
Sodium Chloride 10ml posiflush	2		
Water for Injections	2		
Sodium Chloride 500ml IVI bag	2		
Tourniquet	1		
Intravenous Cannula 20g Pink	2		
Intravenous Cannula 18g Green	2		
Intravenous Cannula 16g Grey	2		
Intravenous fluid giving set	2		
Cannula dressing	4		
Pre injection swab	6		
Syringe 1ml	10		
Syringe 2ml	5		
Syringe 10ml	2		
Needle Drawing up	5		
Needle 21g 1"1/2 (Green)	5		
Needle 23g 1"1/4 (Blue)	5		

Security Seal Number:

First Expiry Date: