EMERGENCY DRUG KIT, INTUBATION BOX AND CRASH CART INSPECTION CHECK

NOTE: Documentation on this sheet indicates that inspection of the following has been done every shift:
1) Inspect the lock on the Emergency Drug Kit. If the lock is broken, return the Emergency Drug Kit to Pharmacy for replacement. 2) Keep a list of medications with expiration dates attached to Emergency Drug Kit. Monitor every shift for out-of-date medication. Return the drug kit to Pharmacy when there is a medication scheduled to expire. 3) Inspect the lock on the Crash Cart. If the lock on the crash cart is broken, complete a total inventory of the cart, replace used/expired items and replace lock. 4) Record the lock number(s) in appropriate space below for the Emergency Drug Kit and the Crash Cart. 5) For units with an AED, ensure that the AED is on the cart with extra electrode pads (in date) and an extra battery charged. 6) Check the oxygen tank every 24 hours (on the 11-7 shift) by turning the tank on and off to check the pounds per square inch (psi) of pressure. A full tank will register 2000 to 2200psi and the tank should be changed at 500psi or less. 7) Check suction machine. If battery operated, make sure it is plugged in. Unplug once per week and run for 15 minutes. Check for vacuum--make sure the regulator is pushed in to the high vacuum position. If the unit stops or slows during the 15-minute running time, contact bio-medical engineer. 8) Inspect the lock on the Intubation box. If the lock is broken, return the box to Medical Supply Management for replacement.

Date	7-3	3-11	11-7	O2 Check	DRUG KIT LOCK #	INTUBA-TION BOX LOCK #	CRASH CART LOCK #	COMMENTS (O2 CHECK/AED BATTERY CHANGE/WEEKLY SUCTION MACHINE CHECK/REASON FOR BREAKING LOCK/ETC.)

Initials	Signature	Initials	Signature	Initials	Signature

Rev 12/97; 9/99; 10/00; 12/00; 8/01; 1/02; 11/02; 5/05