

Edward Street Hospital – ECT Suite

Emergency Equipment Checklist

Please record expiry dates of equipment on a monthly basis.

Initial each box when checked to confirm that items are present and in date.

Month:											
EQUIPMENT	Expiry Date	Mon	Thu	Mon	Thu	Mon	Thu	Mon	Thu	Mon	Thu
ANAESTHETISTS CUPBOARD											
Dantrium											
0.9% Saline 1000ml available											
ANAESTHETISTS TROLLEY											
Yankaeur Suction Catheter											
Catheter Mount											
EMERGENCY TROLLEY											
10ml Syringe (x4)											
20ml Syringe (x4)											
2ml Syringe (x4)											
Bag, Valve, Mask Resuscitator											
Bougie and Magill forceps											
Cannula Dressing (x4)											
Cricothyroidotomy + Needle & Scalpel											
Disposable Razors											
ET tube – size 6.0 (x1)											
ET tube – size 7.0 (x1)											
ET tube – size 8.0 (x1)											
ET tube Tie											
Gauze Swab 10x10cm (x2)											
iGel – size 4											
iGel – size 5											
IV Administration Sets available											
IV Cannula 14g (x4)											
IV Cannula 16g (x4)											
IV Cannula 18g (x4)											
IV Cannula 20g (x4)											
Laryngoscope + size 3 blade											
Laryngoscope + size 3 blade											
Lubricating Jelly											
Nasopharyngeal Airway 6.0 (x2)											
Nasopharyngeal Airway 7.0 (x2)											
Needles Blue/Orange/Green (x4)											
Oropharyngeal Airway – size 2											
Oropharyngeal Airway – size 3											
Oropharyngeal Airway – size 4											
Pen Torch											
Skin Cleaning Wipes											
Tuff Cut Scissors											
Water for Injections (x9)											
PRE-ECT ROOM											
Stethoscope											

RECOVERY ROOM											
Blood Pressure Machine – plugged in and on charge											
Capnography Machine											
Hand Held Suction											
Oxygen Cylinders (x2)											
SBAR Poster											
STORE CUPBOARD											
3x IVAC Pumps – plugged in and on charge											
Back-up ECT Machine											
Lamp											
Pulse Oximeters (x2) – plugged in and on charge											
TREATMENT ROOM											
10ml 0.9% Saline (x5)											
Capnography Machine											
Lifepak 20e Defibrillator – on charge, 2 sets of pads, ECG tabs											
Medical Emergency Reference											
Non-rebreathe Oxygen Mask											
Oxygen Cylinders (x2)											
Waters 2.0L Anaesthetic Circuit											
Signed by ODP											

Equipment Issues

Please identify any equipment issues below and any corrective actions taken.

Date	Issues & Actions	Signature

Monthly Matron Check

The completed form should be sent to the Matron at the end of each month and the following audit tool completed:

Safety Element	Yes/No
Has the emergency equipment been checked daily, signed and dated?	
Have weekly checks been undertaken every week?	
Were any equipment issues identified?	
Were equipment issues acted upon?	
Matron Name and Signature	Date