

Standard Operating Procedure Management of Resuscitation Equipment Spares Boxes

Standard Statement:

The availability of functioning, in-date equipment is pivotal to providing a high standard of care to patients requiring resuscitation. Central to this is the ready availability of equipment to replenish that used during emergency situations promptly in readiness for response to any subsequently arising emergency. The following system will operate to ensure that:

- Replacement equipment is readily and reliably available for the replenishment of Immediate Life Support (ILS) bags, Emergency Life Support (ELS) bags and Paediatric pouch (136 Suite only) following a medical emergency.
- All spare equipment is held at central locations for easy access to both hospital and community staff
- Equipment is ordered in a cost effective way and in a way that shares budget cost pressure equitably between wards and departments.
- Minimal wastage, in terms of both cost and staff time spent checking, is incurred by eliminating the use of multiple spares boxes on each hospital site

Operating Procedure:

1. An equipment spares box will be located in each of the following locations:
 - Hallam Street Hospital – In Friar House
 - Edward Street Hospital – In the Emergency Out of Hours Cupboard next to Kendrick Ward on the first floor
 - Penn Hospital – On Dale and Brook Wards
 - Heath Lane Hospital – Shared Area in the Gerry Simon Clinic
 - The Willows, Penn Hospital – For use by community mental health staff
 - Ridge Hill – Paediatric spares box
2. Spares Box Stock and Checklist' (ILS, ELS) to reflect items of equipment kept in emergency bags within the organisation. A weekly signature box will be incorporated into the document to confirm that a weekly check has been completed.
3. The 'Equipment Spares Box Stock and Checklist' will include fields for wards and departments to complete when removing equipment. Each ward will be responsible for ordering the stock they have used to replenish the box. This process will be overseen by the Matrons
4. The following staff will be responsible for checking the spares box every week:

- Hallam Street Hospital – Staff from the Units within the hospital will assume responsibility for checking on a rotational basis. This will be coordinated by the Matron
- Heath Lane Hospital – Staff from Gerry Simon Clinic
- Edward Street Hospital – Staff working in the ECT Suite
- Penn Hospital - Staff from the community and hospital teams will assume responsibility for checking on a rotational basis. This will be coordinated by the Matrons
- The Willows – The Physical Health Team
- Ridge Hill – Jane Webb

The member of staff checking the box each week will send the completed Equipment Spares Box Inventory Sheet to the Matron identified below on a monthly basis for audit purposes:

- Hallam Street Hospital – Matron Michelle Young
- Heath Lane Hospital – Matron Aisha Kauser
- Edward Street Hospital – Matron Elaine Roche
- Penn Hospital, Dale and Brook Ward – Matron Maxine O'Brien
- Penn Hospital, The Willows – Physical Health Team
- Paediatric spares equipment – Jane Webb/Selina Berrisford

5. The boxes will be replenished on a monthly basis. Each ward or department will be responsible for ordering replacement items that they have used during the month. This will be coordinated by the Matrons.