Guideline number	**17.001A**	Version	**3.0**
Title	**GCRF Emergency Trolley Checks**		

This guidance document describes the process to check the GCRF emergency trolleys. The locations of the trolleys are and frequency of the checks are:

Site	**Frequency of checks**		**Location of trolley**
	Emergency trolley	**Defibrillator & Glucose Meter**	
QEUH, Adult x 2	Weekly	Daily	Corridor outside clinical rooms
QEUH, Paediatric	Weekly	Daily	Beside paediatric nurse base
GRI, Adult	Weekly	Daily	Viewing station
GGH, Adult	Weekly	Daily	Corridor outside clinical rooms

The location of the trolleys will remain constant and access is maintained at all times ensuring there are no obstructions.

The following procedures are completed and documented in relevant forms:

- Form 17.001A
- Form 17.001B/C/D
- Form 17.042A
- Form 17.027A

Procedure

1. Oxygen Cylinder Checks

Oxygen cylinders are used to support emergency resuscitation when required. A range of cylinder sizes are available, matched to clinical requirements and stored in the appropriate trolleys or stands.

1.1. **Safety caution**: Staff must not use alcohol hand-rub, gel or moisturiser directly before working with cylinders.
1.2. Carry-out a visual inspection of the cylinders to ensure they are in good working order and flow meters are attached.
1.3. Check the expiry date on the cylinder.
1.4. Ensure both the oxygen flow meter and the valve display should read empty.
1.5. Turn on the valve to check the oxygen available in the cylinder. If it is half empty or less contact the site porter for a replacement.
1.6. Switch on the oxygen flow meter to check that it is functioning. If the flow meter has a bobbin, it should be floating and rotating in the clear gauge. The oxygen flow should be heard and felt when turned up full.
1.7. Turn off the valve, emptying the flow meter and rest the gauge to empty.
1.8. Ensure the flow meter is turned off when the gauge reads empty.
1.9. Ensure both the valve and flow meter are in the off position once the checks are complete to minimise leakage of oxygen from the cylinder.
1.10. Document all checks in Form 17.001A Emergency Trolley Checklist.

2. Defibrillator Test

2.1. Defibrillator checked daily to ensure self-test has completed and defibrillator pads are in date. Self-test pass will be indicated on the display panel, depending on model of defibrillator.
2.2. Document daily check on Form 17.027A.
2.3. Manual check required weekly on certain defibrillator models. These are performed as per manufactures instructions and documented on Form 17.027A.

If you have a red cross displayed and/or beeping noise from your defibrillator please check power supply (if applicable) and if not resolved with this, contact Medical Physics.

3. Drugs and consumables

3.1. Check presence of drugs and consumables listed on the resuscitation checklist.
3.2. Check each product has not been tampered with.
3.3. Check expiry of each product. Anything with 4 weeks left should be rotated with another clinical area.
3.4. Expired goods should be replaced or ordered following SOP 17.020.

4. Suction Test

4.1. Press and hold the TEST button while setting the operating knob to 500+ mmHg. Do not release the test button until minimum of 2 seconds after operating knob has been set.
4.2. Test will start immediately.
4.3. Once LED 2 from the bottom of the Battery Status Indicator is on fully block the Patient Suction Tubing. If the tubing is not blocked within 2 mins the test must be restarted by turning the operating knob to 0.
4.4. Keep the tubing blocked while LED 2, 3 and 4 light up.
4.5. Release the tubing when LED 1 comes on again.
4.6. Evaluate the test results (section 4.8).
4.7. After evaluating the results turn the operating knob to 0.
4.8. After the test is completed, Vacuum Indicator will automatically display the first result (blockage). To display the other results press the test button once for each test. If you continue pressing the button after the 4th test result has been displayed, the earlier results will be repeated (test 1, 2, 3, 4, 1, etc).

4.9.

Test No.	The program has tested for	Battery indicator	Test result indication	Action if test failed
Test 1	Blockage in the Suction System (including canister and tubing)	LED #1 lit up 	Test Passed ≤100 mmHg 	Check possible blockages (e.g. twisted tubing, blocked filter, blocked filter in the liner) and run the Device.Test again. If the High Efiiciency Filtration Kit is installed the pass limit is 150mmHg
Test 2	The vacuum build-up efficacy of the Pump System (How much vacuum is built up within 3 seconds)	LED #2 lit up 	Test Passed ≥300 mmHg 	Check Connectors, Tubes and Canister Lid for leakage* or damage. Check exhaust outlet for occlusion and run the Device Test again
Test 3	The maximum achievable vacuum level of the LSU (reaches this level within 10 seconds)	LED #3 lit up 	Test Passed ≥500 mmHg 	Check Connectors, Tubes and Canister Lid for leakage* or damage. Check exhaust outlet for occlusion and run the Device Test again
Test 4	Air leakages in the Pump System (including canister and tubing)	LED #4 lit up 	Test Passed ≥450 mmHg 	Check Connectors, Tubes and Canister Lid for leakage* or damage and run the Device Test again

5. Abbott Glucose Meter Precision Xceed Pro

Patient Test

5.1. Power on your Precision Xceed meter using the ON/OFF key
5.2. Press 1 for Patient Test as instructed on screen
5.3. Scan Operator ID
5.4. Scan Patient ID
5.5. Scan the strip barcode
5.6. Continue to follow instructions on screen to complete the test

Control Test

5.7. Power on Precision Xceed meter using ON/OFF key
5.8. Press 2 for Control Test as instructed on screen
5.9. Scan Operator ID
5.10. Scan Low-level solution lot
5.11. Scan the strip barcode
5.12. Insert strip and apply Low-level solution to strip and complete test
5.13. Scan High-level solution lot
5.14. Insert strip and apply High-level solution and complete test

Guideline signatories

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Document history

Version	Date	Description
1.0	15/07/2016	Creation of Guidance document
2.0	16/01/2017	QEUH emergency trolley to be checked daily
3.0	18/08/2023	Update template to Guidance template v1.0 Addition of GGH checklist Change QEUH to weekly checks