Royal Hospital for Women (RHW)
BUSINESS RULE
COVER SHEET

Ref: T25/12092

NAME OF DOCUMENT	Emergency Equipment – Checking and Maintenance
TYPE OF DOCUMENT	Clinical Business Rule
DOCUMENT NUMBER	RHW CLIN123
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EXECUTIVE SPONSOR	Director of Medical Services
AUTHOR	Natascha Dastur – Midwifery Unit Manager Jessi Mossman – CERS CNC Recognising and Responding to Acute Deterioration (RRAD) committee
SUMMARY	Emergency equipment is maintained in a functional state and is ready to use in an emergency
Key Words	Resuscitation, Emergency Equipment, Automated External Defibrillator (AED), Code Blue, Arrest Trolley, Adult and Neonatal Cardiac Arrest Equipment, Basic Life Support (BLS), Advanced Life Support (ALS)

Emergency Equipment – Checking and Maintenance   **RHW CLIN123**

*Within this document we will use the term woman, this
is not to exclude those who give birth and do not
identify as female. It is crucial to use the preferred language and terminology as described and guided by each individual person when providing care.*

1   BACKGROUND

The aim of this Clinical Business Rule is to ensure that all minimum requirements for adult and neonatal resuscitation equipment are met in line with the Australia and New Zealand Council of Resuscitation guidelines ANZCOR Guidelines . Successful management of medical emergencies relies on the availability of fully stocked and functional resuscitation equipment. Missing, faulty or incorrectly assembled equipment can significantly compromise the effectiveness of life support efforts and result in adverse patient outcomes.

2   RESPONSIBILITIES

2.1   ROLES AND RESPONSIBILITIES
- Registered Midwives
- Registered Nurses
- Medical staff

3   PROCEDURE

3.1   CLINICAL PRACTICE

- Orientate all midwives, nurses and medical staff to checking and maintaining of adult and neonatal resuscitation emergency trolleys in each clinical area and replacement of equipment at orientation to each clinical area.

- Alterations to adult and neonatal trolley checklist and contents are made in consultation with Recognising and Responding to Acute Deterioration Committee, and Neonatal Resuscitation Committee respectively

- Ensure that the equipment checklist remains attached to the trolley

    o   Appendix 1: Adult Resuscitation Trolley checklist

    o   Appendix 2: Neonatal Resuscitation Trolley checklist

- Ensure that the trolleys are not stocked with any equipment that is not on the checklist

- Identify any equipment and supplies that may be out of date, faulty or missing, and replace and/or report to Midwifery/Nursing Unit Manager in-hours or Afterhours Nurse Manager (AHMN) after hours to be rectified immediately

- Ensure faulty equipment is reported via Assets and Facilities Management System to send to clinical engineering for maintenance

- Record the date, time, and signature of clinician after completion of each check

- Dispose of and replace sharps container if more than half full

Adult Resuscitation trolley (Appendix 1)

- Location: Appendix 4

- Allocate staff in respective clinical areas to check contents of top of the trolley daily and ensure the breakable tags are intact on trolleys

- Include portable oxygen and suction, Zoll® AED and/or Manual R Series in daily checks (see education notes)

- Allocate staff in respective clinical areas to check contents of entire trolley every Monday

- Allocate staff in respective clinical areas to check contents of entire trolley immediately after any resuscitation event where breakable tag has been broken and/or equipment has been used

Neonatal Resuscitation trolley (Red trolley) (Appendix 2 & 3)

- Location: Appendix 5

- Allocate staff in respective clinical areas to check contents of top of the trolley daily and ensure the breakable tags are intact on trolleys

- Allocate staff in respective clinical areas to check contents of entire trolley every Monday

- Allocate staff in respective clinical areas to check contents of entire trolley immediately after any resuscitation event where breakable tag has been broken and equipment has been used

3.2 DOCUMENTATION

- Adult Emergency Trolley Equipment Checklist

- Neonatal Resuscitation Emergency Trolley Checklist

3.3 SAFETY AND QUALITY

- Compliance is monitored via monthly audits entered on QARS database including development of action plans

- Risks associated with checking and maintenance of equipment to be reported and monitored via incident management system (IMS+) database. Any trending risks are to be reported and tabled at

  - Standard 8 – Recognising and Responding to Acute Deterioration Committee
  - Maternity Management Safety and Quality Committee
  - Royal Hospital for Women Safety and Quality Committee

3.4   EDUCATION NOTES

Checking Zoll® (manual) defibrillator R Series (Recovery unit and Close observation unit only)

- Turn off main power

- Check all leads for tangles

- Check paper (ensuring enough and properly loaded)

- Remove multifunction cable from defibrillator pads

- Attach connector into side connection point

- Turn switch to "DEFIB"

- Reduce energy to 30 Joules

- Press Charge and wait until indicator light appears

- Press shock button

- Check and sign print out

- Connect defib pads to cable

- Turn back on at main power

- Turn machine off

Test Zoll® (manual) defibrillator R Series Battery • Change battery on first day of each month Check battery charger is working by pressing button indicated below

- Change battery on first day of each month

- Check battery charger is working by pressing button indicated below
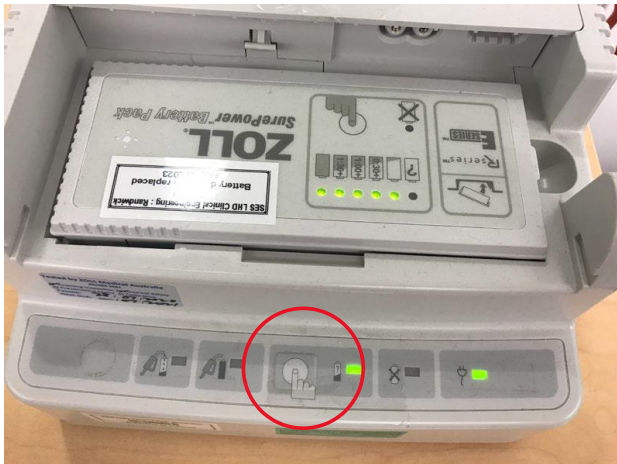
Checking Zoll® AED 3 and Pro

- Check green tick visible on the device, indicating that the battery is ready (Zoll AED 3 & PRO have a three-year lithium battery)

- Troubleshoot problems according to the table below:

Battery condition	Indications	Correction
Low energy detected during power-on self-test	Message: CHANGE BATTERY	Replace battery pack
Low energy or other self-test failure while the unit is powered off (standby)	Ready indicator shows a red "X". Unit beeps once every minute for 30 minutes	Relace battery pack. Check or replace pre-connected electrodes. If the red "X" remains, contact Zoll Technical Service
Low energy detected while the unit is powered on	Ready indicator shows a red "X"	Replace battery pack as soon as possible
Dead battery	Ready indicator shows a red "X"	Replace battery pack. If the red "X" remains, contact Zoll Technical Service

3.5   IMPLEMENTATION, COMMUNICATION AND EDUCATION PLAN

The revised CBR will be distributed to all Midwifery, Nursing, and Medical staff via the assigned email. The CBR will be discussed at RRAD committee meeting and neonatal resuscitation committee meeting and patient safety and quality meetings. Education will occur through an open forum and local ward implementation strategies to address changes to practice. The CBR will be uploaded to the CBR tab on the intranet to replace the existing CBR

3.6   RELATED POLICIES / PROCEDURES

- Neonatal Resuscitation at Delivery
- Clinical Emergency Response System (CERS) – Management of the deteriorating patient
- Maternal Collapse
- SESLHDPR/697 Management of the Deteriorating ADULT inpatient (excluding maternity)
- SESLHDPR/705 Management of the deteriorating MATERNITY woman
- SESLHDPR/340 Management of the Deteriorating NEONATAL inpatient
- PD2020_018 Recognition and management of patients who are deteriorating
- NEONATAL OBSERVATIONS outside Newborn Care Centre
- Recognition and Management of Neonate who is clinically deteriorating outside of newborn care centre
- NSW Ministry of Health, PD2023_025 Infection Prevention and Control in Healthcare Settings
- NSW Health Guideline GL2024 -002. Work Health and Safety - Blood and Body Substances Occupational Exposure Prevention.

3.7 REFERENCES

- Australian Resuscitation Council ANZCOR Guidelines

- Australian Commission on Safety and Quality in Healthcare 2024 safetyandquality.gov.au

- POWH CLIN004 Checking and Maintaining Emergency Trolley Contents

4   ABORIGINAL HEALTH IMPACT STATEMENT DOCUMENTATION

- Considerations for culturally safe and appropriate care provision have been made in the development of this Business Rule and will be accounted for in its implementation.

- When clinical risks are identified for an Aboriginal and/or Torres Strait Islander woman or family, they may require additional supports. This may include Aboriginal health professionals such as Aboriginal Liaison Officers, health workers or other culturally specific services

5   CULTURAL SUPPORT

- For a Culturally and Linguistically Diverse CALD woman, notify the nominated cross-cultural health worker during Monday to Friday business hours

- If the woman is from a non-English speaking background, call the interpreter service: NSW Ministry of Health Policy Directive PD2017_044-Interpreters Standard Procedures for Working with Health Care Interpreters.

6   NATIONAL STANDARDS
Standard 1 – Clinical Governance

Standard 3 – Preventing and Controlling Infections

Standard 8 – Recognising and Responding to Acute Deterioration

7   REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
20/10/2005	Endorsed	Nursing & Midwifery Clinical Practice Group
11/07/2006	Endorsed	Neonatal Clinical Committee
November 2015	1	Maternity Services LOPs group
1/6/2021	2	Maternity Services LOPs
18/09/2024	3	Recognising and Responding to Acute Deterioration (RRAD) Committee meeting
Sep 2024	3	Endorsed BRGC *delay in publishing see CM notes

Emergency Equipment – Checking and Maintenance	RHW CLIN123

Appendix 1: Adult Emergency Trolley Equipment Checklist

ADULT EMERGENCY TROLLEY EQUIPMENT CHECKLIST																																	
All equipment checked daily for function and expiry																																	
Ward	Month																																
Date		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
TOP OF TROLLEY - Daily Check																																	
Disposable Bag-Mask-Valve unit with reservoir bag, oxygen tubing and with face mask attached	1																																
CORE Oxygen cylinder/reducing valve/key wheel-attached to trolley Cylinder must be >50% full-(check connections and function) Oxygen tubing 2 metres curled around 02 cylinder head	1																																
Twin-O-Vac Unit (check connections and function)	1																																
3 lead monitoring cable, leads attached to monitoring electrodes (change when dry)	1									COU/Recovery Only																						
Defibrillator lead attached to sealed pads	1																																
ZOLL AED Defibrillator-check for green tick **OR** ZOLL R series- check function and recorder paper supply	1																																
EZ-IO bag (check contents and battery once per week)										COU/Recovery Only																						
Sharps container (change when ¾ full)	1																																
Resuscitation record and stethoscope on top of trolley	1																																
Backboard at back of trolley	1																																
Tilt wedge (if required)	1																																
ALS, BLS and anaphylaxis algorithm attached to side of trolley	1																																

BUSINESS RULE

Emergency Equipment – Checking and Maintenance   RHW CLIN123

TOP DRAWER	SUM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Laryngoscope size 3 & 4 blade and handle with light working (size 4 loaded)	1																															
Disposable ETC02 waveform connector	1																															
Endotracheal tubes - Sizes 6.5; 7; 7.5	1 each																															
Trauma scissors	1																															
Non rebreather mask with tubing attached	1																															
iGELs - Size 3 & 4	1 each																															
Guedel airways - Size 3 & 4	1 each																															
Nasopharyngeal airway size 7 and 8	2 each																															
Y Suction catheter 12G	1																															
Magill introducing forceps	1																															
Malleable intubating stylet	1																															
Disposable blue bougie	1																															
20ml Syringe (with leur)	1																															
KY Jelly	2																															
Neuro torch (check light)	1																															
White cotton tape	1																															
Yanker sucker	1																															
14G NG tube/anti reflux valve/catheter tip syringe	1																															
Fixed Scalpel x1	1																															
Disposable Cord Clamps x2	2																															

FULL TROLLEY - Weekly Check

SECOND DRAWER	SUM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Alcohol wipes	5																																
Blunt drawing-up needles	5																																
Needles 21G, 23G	5 each																																
Syringes sizes 2ml; 5ml; 10ml; 20ml	5 each																																
Additive labels	5																																
Minijets – Adrenaline	5																																
50% Glucose vial	1																																
Glucagon Syringe	1																																
Posi-Flush pre-filled N/Saline flushes	6																																
Sodium Chloride 0.9% amps 10 mL	6																																
DRUGS IN SEALED INTACT TRAY: Adrenaline 1:1,000 x5, amiodarone 150mg/3ml x3, atropine 600mcg/ml x3, CaCl 1g x1, hydralazine 20mg x2, hydrocortisone 100mg, lignocaine 50mg x1 MgSO4 x2, Metaraminol 10mg x2, Naloxone 400mcg, Sodium Bicarb 8.4%/100mls x1.	1 sealed																																

THIRD DRAWER	SUM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
IV Cannula (shielded) sizes 14G; 16G; 18G; 20G	3 each																															
Vacuette Tube Holder and 21G luer adaptor	3																															
Blood gas syringes	2																															
Transparent Dressing	5																															
Tourniquet	2																															
IV 'Starter Kits'	2																															
Bungs	3																															
Sterile gauze swabs	2																															
Blood pathology tubes (pink, purple yellow, blue)	2 each																															
Adhesive Tape - Transparent	1																															
Protective eye wear (goggles)	1																															
FOURTH DRAWER																																
Aquila Infusion Giving Set	2																															
Rapid infusers with needleless access	2																															
Arm board	1																															
Non sterile gloves Sml/ Med/ Lge	1																															
FIFTH DRAWER																																
Normal Saline 1000mL flask	2																															
Hartmans 1000 mL flask	2																															
5% Glucose 100mL minibag	2																															
Breakable Green Tags	5+																															
Sponges	5																															

Royal Hospital for Women (RHW)

BUSINESS RULE

Emergency Equipment – Checking and Maintenance   **RHW CLIN123**

Lipid Rescue Kit	SUM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AAGBI Safety Guidelines	1																															
RHW Clinical Business Rule Intralipid - Management and treatment of severe local anaesthetic toxicity (Adult Only)	1																															
Bolus dose set up illustration	1																															
Dosing guide (bolus and continuous infusion)	1																															
Product Information - Intralipid 10%, 20% and 30%	1																															
20% Intralipid 500mL bottles	2																															
Airway needles	2																															
50mL syringe	1																															
Standard giving set	1																															
3 way tap	1																															
Heidelberg extension tubing	1																															
Blue IV bag and line labels	2																															
Agilia volumat line (for continuous infusion)	1																															
IN FRIDGE																																
Rocuronium 50mg/5ml	2																															
Suxamethonium 100mg/2ml	5									COU/Recovery Only																						
Propofol 10mg/ml	2																															
PLEASE CHECK EVACUATION BOXES EVERY 3 MONTHS																																
INITIAL OF PERSON CHECKING EQUIPMENT																																
BREAKABLE TAG INTACT																																
***EZ-IO available in COU**																																

Appendix 2: Neonatal Emergency Trolley Checklist

Neonatal Resuscitation Trolley																																
RESUSCITAIRE	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Neopuff +tubing	1																																
Ambu bag +	1																																
• pressure manometer	1																																
Face mask	1																																
• Size 1	1																																
Pulse oximeter	1																																
• cable	1																																
• sensor	1																																
Wall suction, tubing	1																																
Suction catheter	1																																
• size 10	1																																
Air cylinder >500psi	1																																
O_2 cylinder >500psi	1																																
Stethoscope	1																																
Nappy, blanket, hat, towel warmed	1																																
RED TROLLEY	sum																																
TOP																																	
Resuscitation Form	1																																
Alcohol hand rub	1																																
Sharp bin	1																																
AIRWAY 1st draw																																	
Mask																																	
• Size L	1																																
• Size M	1																																
• Size S	1																																
Guedel airway																																	
• Size 0	1																																
• Size 00	1																																

Emergency Equipment – Checking and Maintenance   **RHW CLIN123**

	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Suction catheter																																
· Size 8	2																															
· Size 10	2																															
· Size 12	2																															
Gastric tube																																
· Size 6	2																															
· Size 8	2																															
Feeding syringe	2																															
· 10 mL																																
BREATHING	sum																															
2nd draw																																
Endotracheal tube																																
· Size 2	3																															
· Size 2.5	3																															
· Size 3	3																															
· Size 3.5	3																															
· Size 4	3																															
Stylet/introducer	3																															
Supraglottic airway																																
· iGels Size 1	1																															
Magill's forceps	1																															
Laryngoscope handle	2																															
Laryngoscope blade																																
· Size 00	1																															
· Size 0	1																															
· Size 1	1																															

Emergency Equipment – Checking and Maintenance   **RHW CLIN123**

	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Meconium aspirator	1																															
End tidal CO$_2$ detector	2																															
ETT fixing																																
Pre-cut tape (4sizes)	4																															
• Scissors	1																															
• Tape	1																															
• Barrier wipe																																
Batteries	2																															
CIRCULATION																																
3rd drawer	sum																															
Adrenaline 1:10,000	2																															
0.9% sodium chloride	6																															
10 mL																																
Syringes																																
• 1mL	3																															
• 3mL	3																															
Cannulation																																
Needles																																
• Blunt drawing up	5																															
• 18 Fg	5																															
• 25 Fg	5																															
Cannula																																
• 24 Fg	5																															
• 23 Fg butterfly	3																															

Emergency Equipment – Checking and Maintenance   RHW CLIN123

	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Dressing pack	1																															
IV board																																
• small	1																															
• large	1																															
Extension set	3																															
3-way tap	2																															
Tegaderm	3																															
Elastoplast tape	1																															
Scissors	1																															
Wipes																																
• Alcohol 70%	6																															
• Chlorhexidine 0.5% swab	3																															

BUSINESS RULE

Emergency Equipment – Checking and Maintenance   **RHW CLIN123**

	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CIRCULATION: 4th drawer																																
0.9% sodium chloride 100mL	1																															
Blood giving set	1																															
Syringes																																
• 50 mL	5																															
• 20 mL	5																															
• 10 mL	5																															
Blood gas																																
• Micro ABG syringe	5																															
• Cap gas tube	5																															
Intraosseous needle	1																															
Umbilical vessel kit	1																															
Umbilical catheter																																
• Size 3.5 Fg	1																															
• Size 5 Fg	1																															
Pneumothorax kit																																
Needle																																
• 20 Ga	1																															
• 25 Gx	1																															
• 21Gx butterfly	1																															
Syringe																																
• 20 mL	1																															
• 3 mL	1																															
3-way tap	1																															
Scalpel sterile	1																															
SoluPrep wipe	5																															
Tegaderm dressing	1																															
Cord clamps	3																															

Royal Hospital for Women (RHW)

BUSINESS RULE

Emergency Equipment – Checking and Maintenance　　　　　　　　　　　　**RHW CLIN123**

PREM Delivery 5th draw	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Humidified resus																																
Water sterile 500 mL	1																															
Humidifying chamber	1																															
Humidified T-piece kit	1																															
Temperature probe set	1																															
Monitoring																																
• ECG electrodes	1																															
• SpO₂ sensor	1																															
Prem delivery kit																																
• XS face mask	1																															
• S hat	1																															
• Plastic drape Neo Help	1																															
Spare																																
• Ambu bag	1																															
• pressure manometer	1																															
• Electrostatic filter	1																															

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
TAG number																																	
Signature																																	

Emergency Equipment – Checking and Maintenance	RHW CLIN123

Appendix 3: Newborn Care Centre Neonatal Emergency Resuscitation Trolley Checklist

TAG		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Tag number																																
Initial																																

DEFIBRILLATOR TROLLEY	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
TOP																																
Defibrillator	1																															
Instruction for checking	1																															
DRAW																																
Instruction for using	1																															
Paediatric electrode	3																															
ECG electrode	2																															
Spare paper	5																															
Extension cable	1																															
Ambu bag	2																															
Emergency box black	2																															
Transport box coloured	2																															

Emergency Equipment – Checking and Maintenance RHW CLIN123

RED TROLLEY	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
TOP and SIDE																																
Medication labels	all																															
Sharp bin	1																															
Rubbish bin	1																															
Resus record	1																															
Hand sanitiser	1																															
Neutral detergent wipe	1																															
CO₂ detector Pedicap	1box																															

AIRWAY 1st draw	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Mask																																
• Size XL	1																															
• Size L	1																															
• Size M	1																															
• Size S	1																															
• Size XS	1																															
Guedel airway																																
• Size 0	1																															
• Size 00	1																															
• Size 000	1																															
• Size 1	1																															
• Size 2	1																															
Calculator	1																															
Pen	1																															
Suction catheter																																
• Size 8	3																															
• Size 10	3																															
• Size 12	3																															
Gastric tube																																
• Size 6	3																															
• Size 8	3																															
Feeding syringe																																
• 10 mL	6																															

Emergency Equipment – Checking and Maintenance   RHW CLIN123

BREATHING 2nd draw	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Endotracheal tube																																
• Size 2	3																															
• Size 2.5	3																															
• Size 3	3																															
• Size 3.5	3																															
• Size 4	3																															
Stylet/introducer	3																															
Lubricant	3																															
Supraglottic Airway																																
• iGel Size1	1																															
Magill's forceps	3																															
Laryngoscope handle	3																															
Laryngoscope blade																																
• Size 00	1																															
• Size 0	1																															
• Size 1	1																															
Meconium aspirator	1																															
ETT fixing																																
• Scissors	1																															
• Comfeel	2																															
• Tape	1																															
• Barrier wipe	3																															
• Adhesive remover	3																															
Batteries	2																															

Emergency Equipment – Checking and Maintenance   RHW CLIN123

CIRCULATION 3rd draw	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Adrenaline 1:10,000	2																															
0.9% sodium chloride 10mL	10																															
Water for injection	10																															
Syringes																																
• 1mL	10																															
• 3mL	10																															
• 5mL	10																															
• 10mL	10																															
• 20mL	10																															
Needles																																
• Blunt drawing up	10																															
• Monojet prep	10																															
EZ-IO drill (check Monthly)	1																															
EZ-IO 15mm needle set & Stabiliser kit	1																															
Cannula																																
• 24 Fg	5																															
• 23 Fg butterfly	5																															
Wipes																																
• Alcohol 70%	10																															
• 2% chlorhexidine + 70% alcohol wipe	10																															
Blood Gas																																
• Micro ABG syringe	5																															
• Cap gas tube	5																															

CIRCULATION 4th draw	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
0.9% sodium chloride 100mL	1																															
10% dextrose 500mL	1																															
Blood giving set	1																															
Dressing pack	1																															
Umbilical vessel kit	1																															
Umbilical catheter																																
• Size 3.5 Fg	1																															
• Size 5 Fg	1																															
Pneumothorax kit																																
Needle																																
• 20 Ga	1																															
• 25 Gx	1																															
• 21Gx butterfly	1																															
Syringe																																
• 20 mL	1																															
• 3 mL	1																															
3-way tap	1																															
Scalpel sterile	1																															
0.5% chlorhexidine wipe	5																															
Tegaderm dressing	1																															
Cord clamps	3																															
Spare																																
Laryngoscope handle	5																															
Laryngoscope blades																																
• 00	3																															
• 0	3																															
• 1	3																															

TAPES Adult resus 5th draw	sum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Tapes for ETT																																
Pre-cut side	Multip																															
Pre-cut midline	Multip																															
Cotton, white	2																															
Scissors	2																															
Adult resus box																																
• Resus bag	1																															
• Mask	2																															
• Oxygen mask	2																															
• Yanker sucker	2																															
• Nasal O_2 cannula	2																															
• Adrenaline 1:1000	2																															
• 18Fg needle	3																															
• Drawing up needle	3																															
• Syringe 1mL	3																															
• Pen and paper	1																															
Spare																																
Ambu bag	1																															

Appendix 4: Adult Emergency Trolley Locations:

LEVEL	WARD	DEFIBRILLATOR	RESPONSIBILITY
Level 4	Close Observation Unit (COU)	Yes- R Series and Automated External Defibrillator (AED) Extra AED for transfers located in medication room (not on resuscitation trolley)	If COU is closed, trolley to be checked by clinical staff on Antenatal Ward
Level 3	Paddington (South)	Yes- AED	Paddington ward
Level 2	Day Surgery	Yes- AED	Day Surgery Unit staff (Monday – Friday)
Level 2	Gynaecology Outpatients	Yes- AED	Gynaecology OPD staff (Monday – Friday)
Level 2	Macquarie Ward	Yes- AED	Macquarie ward
Level 1	Birthing Services	Yes- AED	Birth Unit
Level 1	Recovery RHW	Yes- R Series and AED	Recovery
Ground	Admissions – Behind front desk	Yes- AED	• Antenatal Outpatient clinicians in hours Monday-Friday • Afterhours Nurse Managers on weekends and public holidays)
Ground	Reproductive Medicine	Yes- AED	Reproductive Medicine staff (Monday – Friday)
Hospital Campus Avoca Street	Menopause Hub	Yes- AED	Gynaecology OPD Staff (Monday – Friday)

Emergency Equipment – Checking and Maintenance | RHW CLIN123

Appendix 5: Neonatal Emergency Trolley Locations

LEVEL	WARD	DEFIBRILLATOR	RESPONSIBILITY
Level 0	Maternity Antenatal Outpatients Department	No	• Trolley to be checked by Antenatal Outpatient clinicians in hours Monday-Friday • Afterhours Nurse Managers to attend to checks on weekends and public holidays
Level 1	Newborn Care Centre	Yes - R Series	Newborn Care Centre
Level 1	Birthing Unit	No	Birth Unit
Level 1	Birth Centre	No	Birth Unit
Level 1	Operating theatre (x3)	No	Birth Unit
Level 3	Paddington Ward	No	Paddington Ward
Level 3	Oxford Ward	No	Maternity Antenatal Postnatal Services / Midwifery Group Practice staff (Monday – Friday)
Level 4	Antenatal Ward	No	Antenatal and COU