CRASH CARTS

Purpose:
To insure availability of all drugs, equipment, and supplies necessary to initiate advanced life-support measures and insure uniformity of emergency carts throughout the medical center.

Policy:
1. Crash carts shall be provided on an “exchange basis” by Central Medical Supply (CMS) to all patient care areas in order to initiate emergency life-support measures when needed.

2. Designated licensed personnel in the patient care area shall be responsible for:
   a. Notifying CMS and Pharmacy after crash cart has been used or lock has been broken.
   b. Breaking the red plastic lock supplied by CMS to verify contents of the new crash cart with CMS personnel upon receipt of replacement cart and then placing a yellow plastic lock to signify a complete and ready-to-go crash cart.
   c. Co-signing central medical supply crash cart log.
   d. Checking external contents of cart.
   e. After a code is over and a crash cart has been broken, licensed personnel in the area will ensure that the medication drawer has been returned to the cart. The cart will then be relocked with a black plastic lock to alert staff that the cart has been entered and needs to be replaced.

3. CMS shall be responsible for:
   a. Notifying pharmacy when new medication trays are needed to complete a crash cart. The medication trays will be inserted and then locked with a red plastic lock. A log will then be signed by CMS personnel indicating the medication tray has been received and is secure.
   b. Delivering a restocked crash cart to the patient care area immediately upon notification of need.
   c. Verifying contents of cart with licensed personnel in-patient care area.
   d. Co-signing CMS crash cart log noting number and expiration date.
   e. Placing numbered lock on cart and writing earliest expiration date on lock.
   f. Verifying the presence and expiration date of all items on carts at least every three (3) months.
   g. After licensed personnel lock the used crash cart with a black plastic lock, CMS will return the cart to the pharmacy department. Once there, pharmacy will take possession of the used medication tray and sign the log noting their receipt. CMS personnel will then return remainder of crash cart to CMS for cleaning and restocking of other items.

4. Pharmacy shall be responsible for:
   a. Maintaining the red medication trays on all crash carts.
   b. Document on the overwrap the earliest expiration of any medications.
   c. Deliver and secure stocked medication trays to CMS to replenish crash carts.
   d. Maintain a log to acknowledge receipt of used crash carts.
   e. Provide a numbered black lock attached to the front of the medication tray so that licensed personnel may re-secure the used medication tray at the conclusion of a code.
5. The fourth drawer of each adult crash cart (BLUE) shall only contain supplies and equipment to initiate pediatric life-support measures. Upon initiation of pediatric life-support measures, CMS shall be notified to deliver a pediatric crash cart (RED) to the patient care area.

6. All crash carts will be checked as per the following:
   a. The defibrillator and cardiac monitor shall be checked and appropriately documented for performance on both battery and electrical current once every 24 hours except when the unit is closed.
   b. The defibrillator will remain plugged into an electrical outlet at all times, except during battery testing.
   c. The Biomedical Department will be contacted immediately when a defibrillator problem is detected. A loaner defibrillator shall be obtained from Biomedical Engineering.
   d. All external contents of cart shall be checked and verification documented once every 24 hours except when the unit is closed. Document when unit/department is closed on the crash cart log.

7. Crash carts shall be kept locked at all times when not in use. A Variance Report shall be completed after any unauthorized entry into the cart or when routine supplies are missing from the cart. CMS shall be notified so that the cart may be exchanged.

8. Access to the crash carts shall be limited to licensed personnel. Carts shall be placed in areas where they can be readily monitored by staff at all times. When a unit/department is closed/not staffed, the cart will be placed in a locked room with controlled access (licensed personnel).

9. Request for change in crash cart contents, shall be reviewed by the Special Care Committee.

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Administrator

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Date

6/19/13

Clinical Board Approved: 11/21/00, 3/19/02, 7/15/03, 6/21/05, 6/17/08, 6/21/11, 2/19/13, 6/18/13
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