

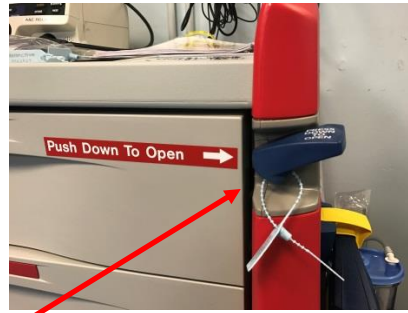
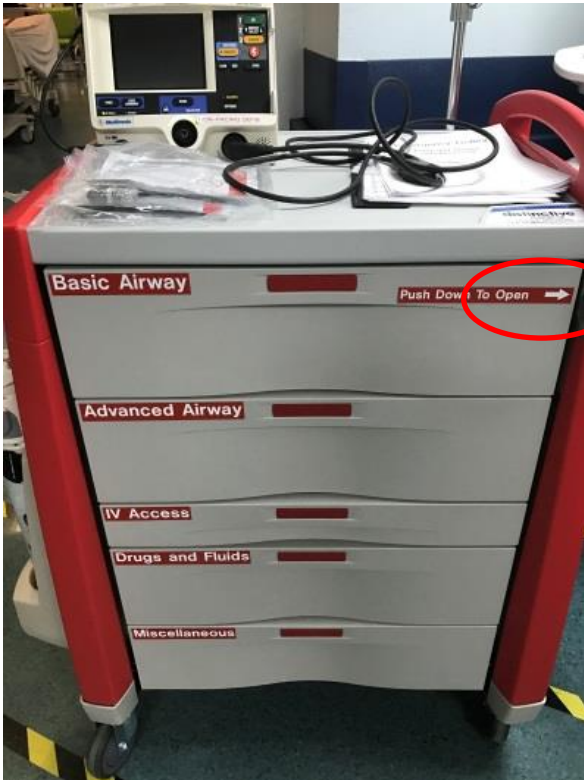
Trolley change letter (issued with each new trolley)

Dear Colleague,

Your new emergency trolley has been delivered and stocked and here is some important information:

- 1) **Moving the trolley** – release the brake and **unplug the trolley from the wall!** Don't forget to plug the trolley back in after use.
- 2) **Opening the trolley** – push the blue handle down **and let go**. This will also break the seal.
- 3) **Contents list** – keep this list on top of the trolley. NB The contents list says **Unopened** next to items that must remain sealed until use.
- 4) **Emergency Trolley daily and weekly check record** – keep this book on top of the trolley. The first time you check the trolley, fill in the **Specimen Signature** page as well as the relevant weekly and/or daily check.
- 5) **Daily, check** the outside of the trolley including defibrillator, suction, oxygen, bougie, general cleanliness and the trolley seal number. Document this in the check record under "Daily external check".
- 6) **Weekly, check** – break the seal and check the whole contents of the trolley against the contents list. Replace as necessary, reseal and document the new seal number in the check record under "Weekly full contents check".
- 7) **Other checks** – after use or if on your daily check you find that the seal is broken, missing or the number is not the same as the previous number in the check record, check the whole contents, replace as necessary, reseal and document the new seal number in the check record under "Additional room for seal numbers".
- 8) **Familiarisation with the trolley** – we want everyone clinical to be familiar with the trolley. If needed please do open it more than once a week so that new staff, etc, can go through the trolley. Check, reseal and document this in the check record under "Additional room for seal numbers".
- 9) **Replacing medications** – from Pharmacy Ward Services or, out of hours, the Emergency Drug Cupboard.
- 10) **Replacing fluids** – from own stock or from Pharmacy Ward Services.
- 11) **Replacing items** – from your own stock. Items that most wards don't stock can be collected from the **Resuscitation Restock Cupboard** next door to the portering supervisor's office on the ground floor of the main building. Access is via security or the porters. Only take 1 for 1 replacements. We keep bag valve masks, size 3 and size 4 masks, defibrillation pads, bougies, all the advanced airway drawer equipment, ECG paper, and numbered tamper tags in this cupboard.
- 12) **Sealing the trolley** – push the left side of the blue handle in. Once pushed in it will spring up and lock the drawers. Thread a numbered tamper tag through the hole in the handle and seal the tag. Document this seal number in the check record. NB If the handle is not pushed in and in the up position the drawers are not locked. Tagging a handle in the down position is pointless!
- 13) If you can't replace something from your own stock or the Resuscitation Restock Cupboard please contact one of the Resuscitation Practitioners or, out of hours, a Site Manager.
- 14) If you have any questions about the new trolley please feel free to contact one of the Resuscitation Practitioners.

New Emergency Trolley



Locked trolley:
the handle is up
and the tamper
tag is in place.



Unlocked trolley,
the handle is
down and all of
the drawers are
unlocked.



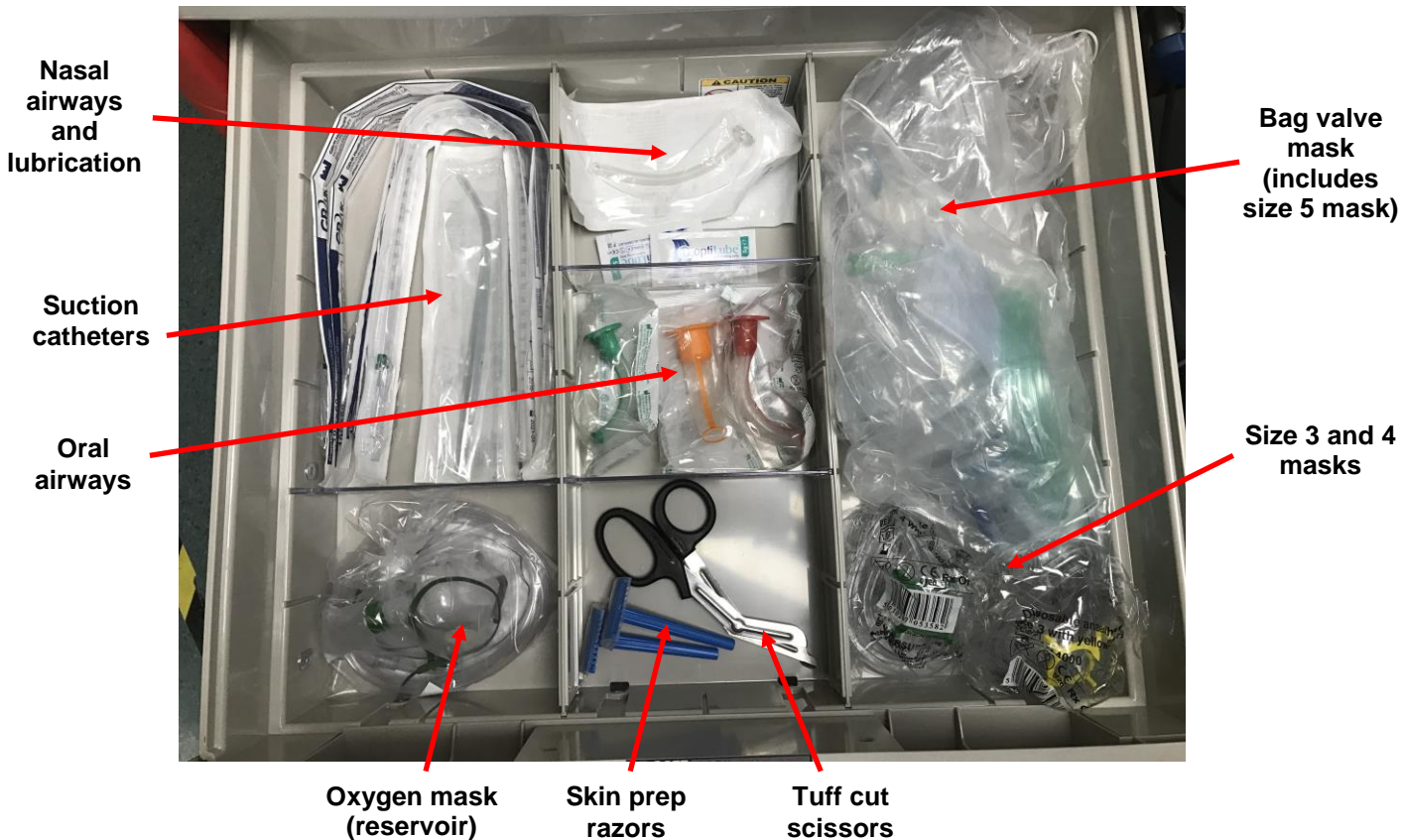
Before moving the trolley you
must **unplug it from the wall!**

The trolley is plugged into the
wall and the suction and
Lifepak 20 defibrillator are
plugged into the trolley.

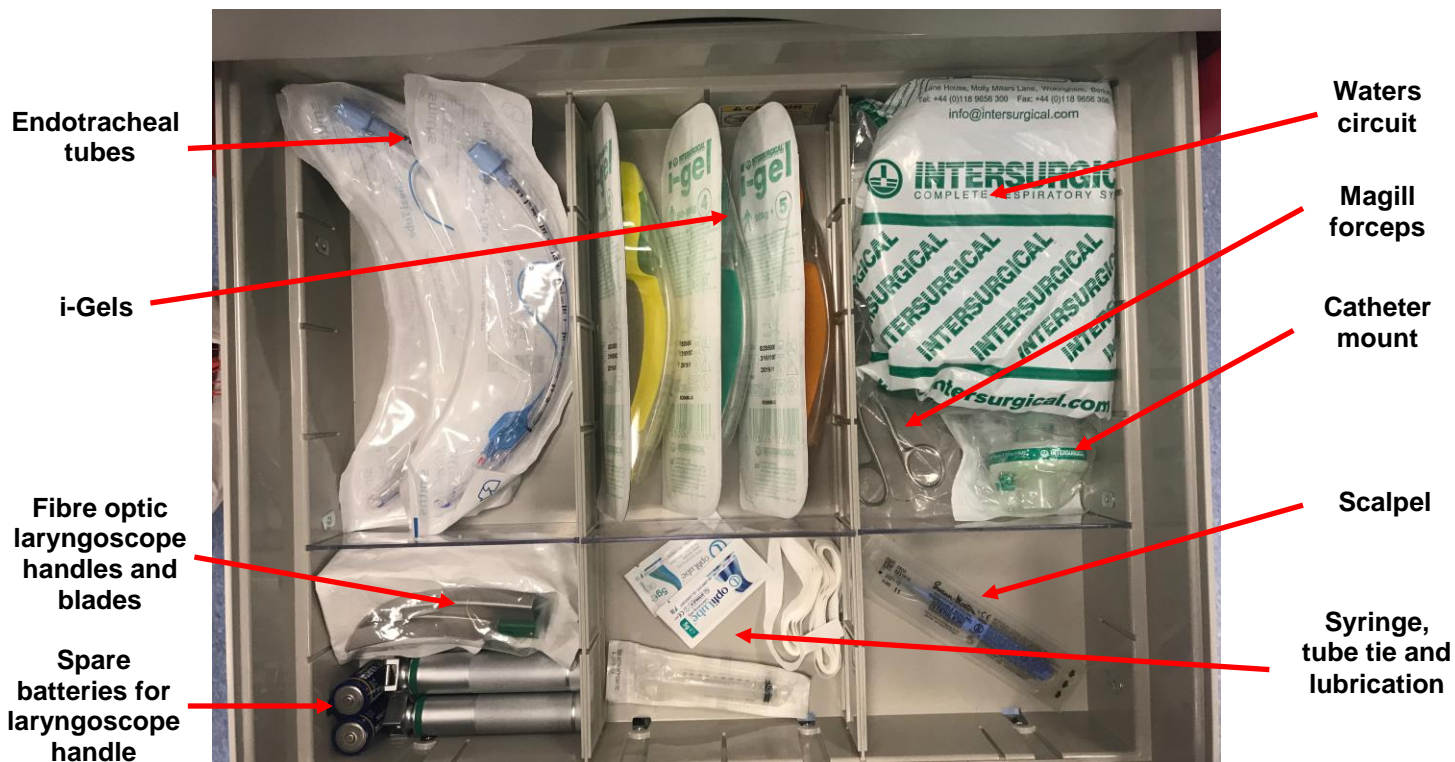
Failure to unplug the trolley from the wall before moving it may damage the extension block on the trolley and/or the wall socket. **If there is any visible damage to the trolley lead, do not plug the trolley back in!** Report the damage to Estates.

The following pages show the layout of the new trolley. Please stick to this. The idea being that all the trolleys across BSUH are (almost) identical.

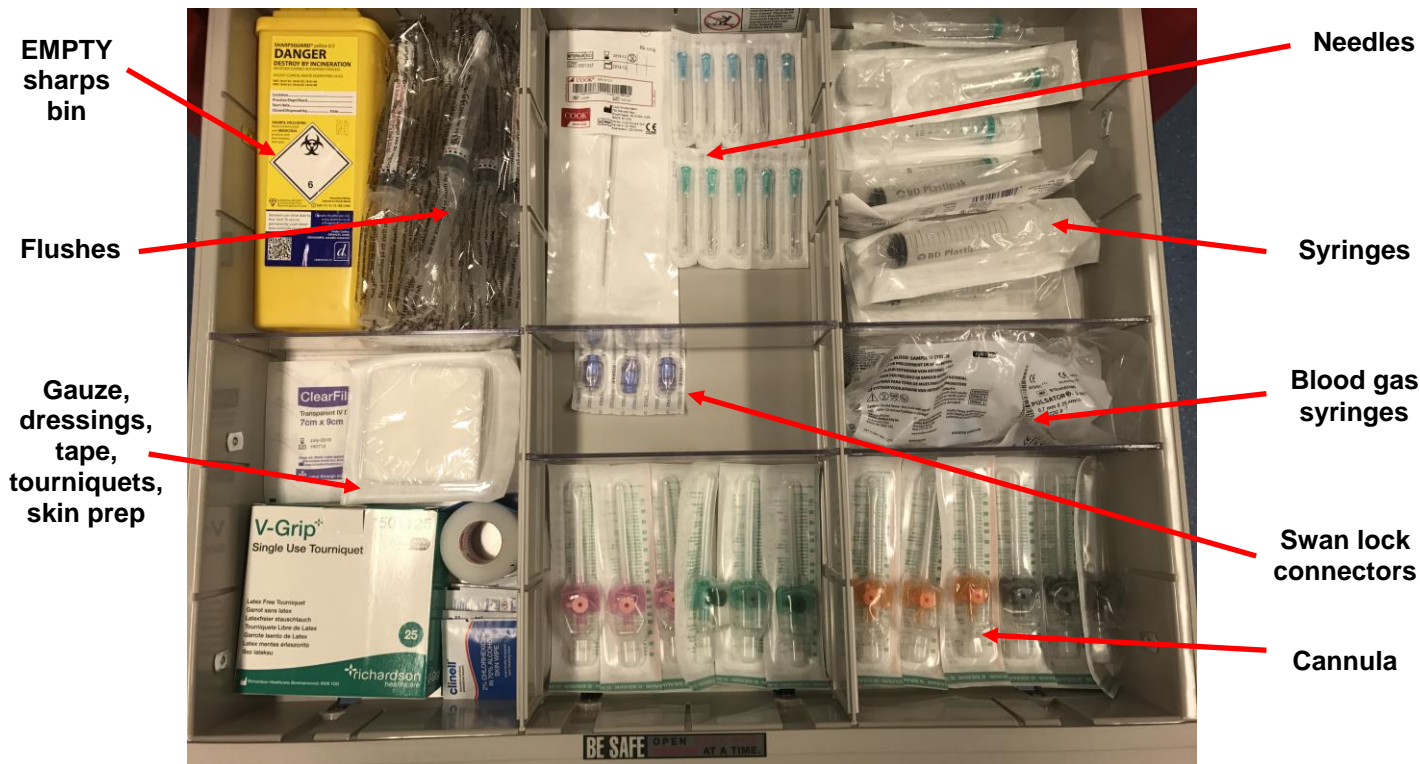
Top drawer: Basic Airway



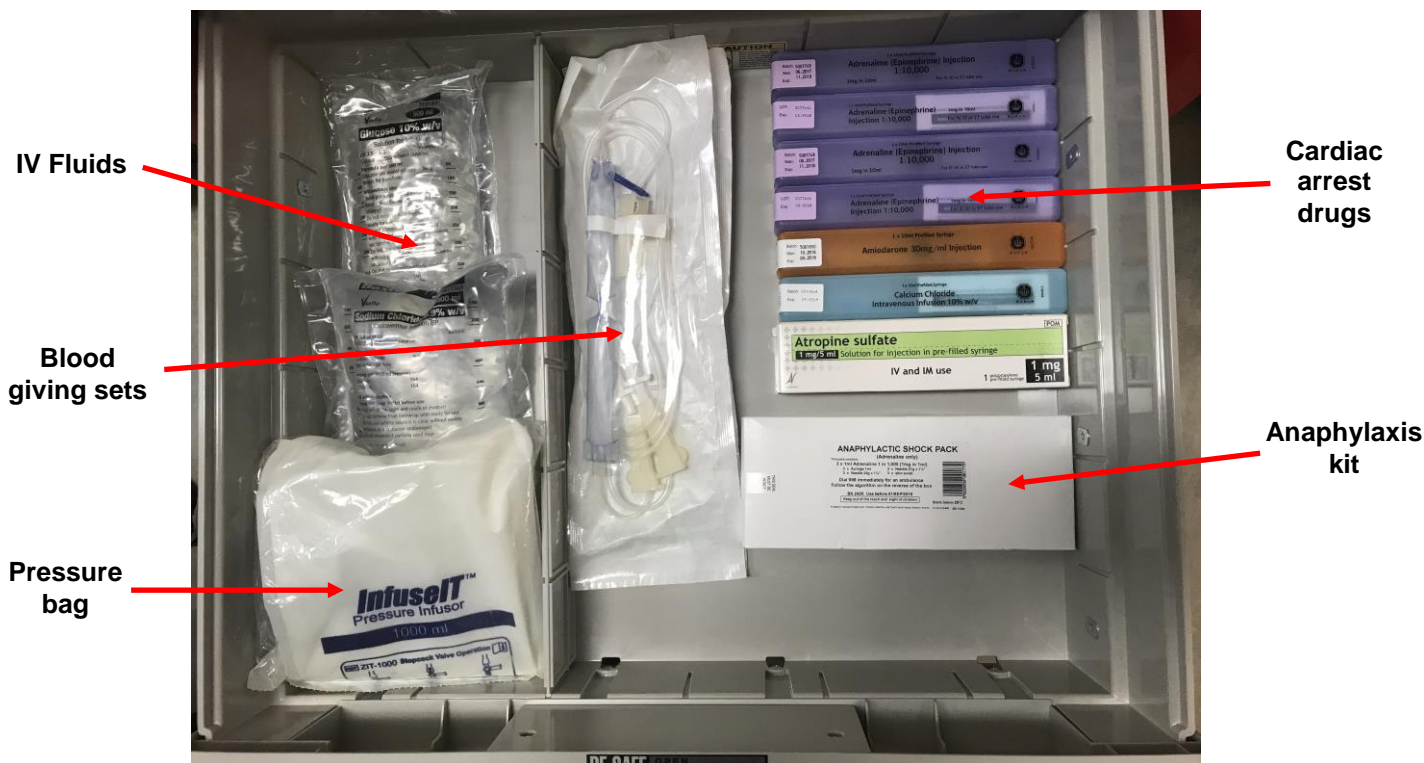
Second drawer: Advance Airway



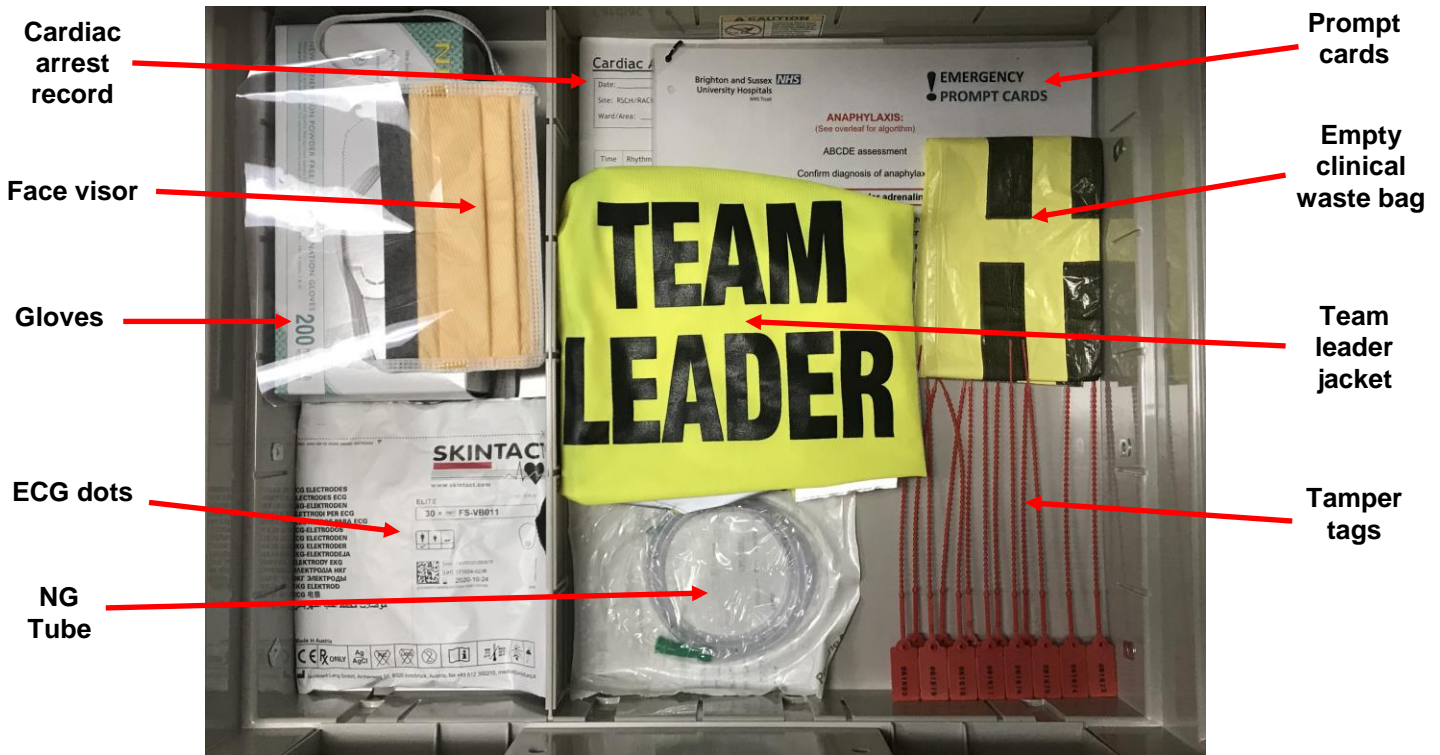
Third drawer: IV Access



Fourth drawer: Drugs and Fluids



Bottom drawer: Miscellaneous



Also in this drawer (but not in this picture):

- ECG paper (if the trolley has a LP20 defibrillator)
- Spare LP1000 battery (if the trolley has a LP1000 defibrillator with a battery on 2 cells)