



<input type="checkbox"/> ADMINISTRATE POLICY & PROCEDURE (APP)		<input type="checkbox"/> INSTITUTIONAL POLICY & PROCEDURE (IPP)	
		<input type="checkbox"/> INTERDEPARTMENTAL	<input type="checkbox"/> INTERNAL
TITLE			POLICY NUMBER/V#
Crash Cart			MMC – POC – 09 (01)
INITIATED DATE	EFFECTIVE DATE	REVISED DATE	
02/08/2025	01/09/2025	01/08/2028	
REPLACES NUMBER			NO. OF PAGES
N/A			04
APPLIES TO		RESPONSIBILITY	
All Admin workers		Quality and patient safety	

## 1. PURPOSE

- 1.1 To make emergency crash carts available, fully equipped and ready to be used in emergency situations.
- 1.2 To establish clear guidelines related to crash cart readiness in IMC and to make sure that the crash cart is locked at all times.
- 1.3 To provide guidelines for the regular inspection and maintenance of emergency medication supplies and cart/equipment.
- 1.4 To provide systematic maintenance of the emergency medications, cart and equipment used in life-threatening conditions.
- 1.5 To guide nursing staff to proper standardization and maintain a crash cart for prompt use in case of emergency code.

## 2. DEFINITION

- 2.1 **Crash Cart:** is the cart that carries all emergency medical equipment/instrument, medications attached with their dosage, administration guidelines & code box medication expiry report (expiry date, quantities) required to resuscitate patients experiencing cardiac or respiratory arrest.
- 2.2 **Code Blue (Code):** defines the hospital response to an adult and pediatric cardiac and/or respiratory arrest.



**2.3 Emergency Medications:** are those drugs approved by cardiopulmonary resuscitation (CPR) committee to be available all the time in each and every Crash Cart around the hospital.

### 3. POLICY

- 3.1 All Crash Carts will be mixed.
- 3.2 Standardization of Crash Carts must be maintained by all Units.
- 3.3 The Code Blue Sheet consists of 4 NCR (non-carbonated replicate) sheets, white original (medical record' copy), pink (CPR committee), Green (Nursing) and yellow (Pharmacy copy). This form is filled out during a code to record medications and other therapies (Cardioversion, intubation, etc.) administered to the coded victim. This yellow copy should be forwarded to the inpatient Pharmacy for filing after charging under patient profile.
- 3.4 The Code Blue Sheet should be filled out for any announced, silent and false code in which support is given to the coded victim.
- 3.5 The CPR Committee must approve any modification to the crash cart in writing.
- 3.6 Cart must be checked by assigned unit nurse:
  - 3.6.1 Once per shift
  - 3.6.2 Each time the crash cart lock has been opened (Each Time Must Be Documented on Crash Cart Checklist).
- 3.7 Crash cart items must be checked monthly for expiry dates of supplies (first Saturday). Replace supplies and document tag lock number. Also, record daily on the checklists the Pharmacy box tag lock number and expiry date.
- 3.8 The unit's head nurse/Manager must inform the logistics team and the product utilization nurse about any nearly expired item 3 months before the expiry date.
- 3.9 The logistics team to ensure the availability of all emergency consumables, track the expiration date and to send the updated list of nearly expired items to all unit's head nurses /managers on a monthly basis.
- 3.10 Supplies on the cart must be rotated at least once per year (first week of January).
- 3.11 All drawers must be kept locked; integrity of locks to be checked during crash cart checks and documented with lock number. Extra stock of plastic locks must be kept in a secured location with the unit's head nurse.
- 3.12 When checking, all defibrillators must be unplugged from AC power. (Lifepack 12 defib) / Zoll) test charge according to manufacturer's guidelines).
- 3.13 Every month (on the first Saturday) each defibrillator will have the battery checked by the Biomed Department. The procedure for this will depend on the defibrillator model type.
- 3.14 Portable suction machine must be checked once per shift for adequate function.
- 3.15 Crash cart checklists to be reviewed by the Head Nurse and discarded after six (6) months.



- 3.16 Each unit will have the crash cart placed in an easily accessible location.
- 3.17 Portable oxygen tank located attached to the crash cart will be checked for the amount of available oxygen at the beginning of each shift and after each use. Respiratory Therapy will be called for a replacement tank if the amount the oxygen available is 500 PSI or less.
- 3.18 A Code blue drug box is available in all nursing care areas as part of the crash cart contents. The box is locked with a yellow plastic lock that carries a serial number.
- 3.19 The crash cart is locked with a red plastic lock that carries a serial number.
- 3.20 If the medication box is opened any time, the Charge/Head Nurse must inform the Pharmacy for replacement.

#### 4. PROCEDURE

N/A

#### 5. RESOURCES

- 5.1 All Clinical and Clinical support services staff, Biomedical Engineering, Logistics staff.
- 5.2 Responsibility for maintaining the emergency medications, carts, and equipment's used in life threatening conditions will be divided between the following departments:
- 5.2.1 Maintenance of emergency medications: Department of Pharmaceutical Care.
  - 5.2.2 Maintenance of emergency Consumables: Nursing and Logistics staff.
  - 5.2.3 Maintenance of airway equipment: Section of Pulmonary Medicine, Division of Respiratory Therapy.
  - 5.2.4 Maintenance of oxygen flow: Biomedical Engineering / Respiratory Therapy
  - 5.2.5 Maintenance of defibrillators: Department of Biomedical Engineering
- 5.3 Spot checks will be done by the Quality Improvement and Patient Safety staff, CPR Coordinator, nursing performance improvement staff and units head nurses.

#### 6. CROSS REFERENCE

N/A

#### 7. REFERENCES

- 7.1 CBAHI National Standards for Ambulatory Care Centers, Effective Jan,2020.
- 7.2 The Joint Commission International (JCI), 7<sup>th</sup> Edition, Effective Jan 2021.



## 8. FORMS & ATTACHMENT:

- 8.1 Code Blue Sheet
- 8.2 Daily checklist
- 8.3 Month checklist

## 9. Approved:

APPROVALS & REVIEWS:			
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