***Emergency and Anaphylactic Kit for NICS Covid Vaccination Centres***

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| **Version:** | **Review date:** | **Edited by:** | **Approved by:** | **Comments:** |
| 1 | 14/12/20 | Dr Caroline Baker | Dr Nicki Mantel-Cooper |  |
| 2 | 20/12/20 | Dr Caroline Baker | Dr Nicki Mantel-Cooper | Liquid cetirizine added to kit for urticarial reactions. |
| 3 | 20/04/21 | Lis Stanford |  | Remove reference to emergency bagsClarify daily and weekly checksEquipment to be stored in moveable trolleyUpdated list of equipment |
| 4 | 19/08/21 | Lis Stanford |  | Paediatric doses added to adrenaline and cetirizineInformation about mobile kits addedPaediatric equipment added |

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# Introduction

NICS is committed to achieving excellence in respect of the services it provides and strives to deliver excellent health care for the local community. Our aim is that all employees should maintain their knowledge, skill and expertise in order to operate in a safe and competent manner and that the we should equip our employees with the necessary resources to provide this level of service.

Successful management of medical emergencies in Primary Care requires immediate access to emergency drugs and equipment. This policy sets out how that access is provided.

## Purpose

The purpose of this policy is to ensure that emergency drugs and equipment required for medical emergencies in a NICS Covid Vaccination Centre, is appropriate, and in good working order in all care settings and that staff are familiar with its functionality, checking and maintenance (as appropriate by role) by observing the following:

* All clinical staff providing medical care are required to attend and be certified in basic life support annually (as covered by the Covid Vaccination Collaboration Agreement this is overseen by the staff’s normal employer).
* Emergency equipment and drugs should be stored together and readily accessible in a specified location in a clearly labelled.
* All clinical staff working are responsible for knowing the location of emergency equipment, drugs and oxygen supplies within their working environment
* There is a process in place to ensure that emergency equipment and drugs are checked, clean and restocked regularly.
* All emergency drugs should be in-date, sealed and replaced after use.
* Daily check that emergency equipment and drugs are in place
* Weekly audit of emergency equipment and drugs, accessibility and maintenance should be undertaken.

# Scope

## Who it applies to

This document applies to all employees of NICS and other individuals performing functions in relation to NICS, such as agency workers, locums and contractors.

NICS aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the Equality Act 2010. Consideration has been given to the impact this policy might have in regard to the individual protected characteristics of those to whom it applies.

## Roles and Responsibilities

### The Integrated Governance Committee (IGC)

The IGC are responsible for assuring compliance with this protocol and action undertaken if deficiencies are identified either in the training of staff or failures in checking or maintenance and availability of the equipment. If a potential risk to patients is identified, this should be added to the NICS Risk Register and managed appropriately. As chair of the IGC, the clinician with overall responsibility for the effective implementation and application of this policy is Dr N Mantel-Cooper.

### Vaccination Site Manager.

The vaccination site manager is responsible for ensuring:

* Availability of supplies and equipment
* That all emergency equipment undergoes routine maintenance.
* All faulty equipment is removed from use immediately and labelled accordingly
* Timely requisition of repairs
* Routine checking of equipment is undertaken in accord with the checking schedule in table 1
* Checklists are completed and a record made
* All staff are aware of this policy and its contents
* All new staff are familiar with the location of emergency equipment and emergency drugs.

### Chief CCG Pharmacist (Linda Honey) /CEO NICS (Dr Caroline Baker)

* Compliance with this protocol in all clinical areas. Where deficiencies and/or associated risks are identified they must ensure appropriate and timely action is taken to eliminate or reduce these deficiencies and/or risks.
* Action is taken on receipt of Medical safety alerts relating to emergency equipment/drugs and the vaccines used and the measures taken to reduce or eliminate the risk.
* Deficiencies or associated risks are reported to the Medical Director and Integrated Governance Committee.

### NICS Staff Admin officer (Hannah King)

Is responsible for responsible for ensuring:

* Maintaining a training database as per training protocol.
* Checklists are completed and a record made.

### Individual members of staff

All clinical staff are responsible for ensuring:

* Attendance in basic life support training annually.
* They are familiar with the location, function and checking of emergency equipment and drugs as appropriate to role.
* Location of portable oxygen cylinders and defibrillator.

#  Emergency Equipment – Table 1

|  |
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| **ANAPHYLAXIS KIT –MUST CONTAIN THE FOLLOWING** |
| **Medication** | **Dosage** |
| **2 PACKS OF** Adrenaline 3x 1 mg/1ml (1:1000) ampoules \*  | Adult and child > 12 years: 500mcg IM (0.5ml) Child 6-12 years: 300mcg IM (0.3ml) To be repeated every 5 minutes if symptoms do not resolve |
| **2 PACKS OF** Needles and syringes for IM adrenaline injection – to include both normal and safety needles | Each pack to contain - (6 x 23G 1 inch (25mm) safety needles plus 6 x 1ml graduated syringes; 6 x 23G 1 inch (25mm) integrated syringes and needles; 6x 1.5 inch (38mm) needles for obese patients) |
| Oral liquid cetirizine 5mg/5ml with disposable measuring cups and oral syringes | Adult and child 12-17: 10mg one off dose for a patient with urticarial reaction |
| Sharps Box |  |
|  |
| **EMERGENCY RESUSCITATION TROLLEY MUST CONTAIN THE FOLLOWING**  |
| Pulse oximeter (plus 1 spare) |
| Stethoscope |
| Thermometer |
| Blood pressure measuring device |
| Sodium Chloride for infusion 0.9% 500mls (normal saline) |
| Venflon IV cannulas – green and pink  |
| IV fluid giving sets |
| Adult masks (fit from age 8 years upwards) and tubing for oxygen  |
| 1 x single use Adult Ambu bag (bag valve mask) |
| 1 x single use Child Ambu bag (bag valve mask) |
| Oropharyngeal Airways for children and adults size 1,2,3,4, 5 & 6 |
| Nasopharyngeal Airways for children and adults size xxxxxx |
| 3 x Pocket Masks |
| 3 x resuscitation face shields |
| IV dressings |
| Disposable tourniquet |
| Micropore tape |
| Eye wash saline and kit |
| Defibrillator with extra pads and manual |
| Foil blankets x 2 – need to order |
| Blood glucose testing meter |
| Glucogel |
| Vomit bowls-disposable cardboard kidney dishes |
| **OTHER ITEMS TO HAVE WITH THE EMERGENCY EQUIPMENT** |
| Oxygen cylinders  |
| Urine/Vomit Spill kits  |
| Large disposable bed pads  |
| Personal Protective equipment-aprons, masks, face shields and gloves |
| Bed roll |
| 2 x First Aid Kits |
| Wheelchair (preferably x 2) |

# Equipment checking process

* All emergency equipment should be kept in the designated place at all times unless in use and should be checked in accordance with the schedule for checking emergency equipment as seen in table 2.
	+ Daily to ensure equipment is in correct location and seals are intact
	+ Weekly to ensure all equipment is working, fully check stocklist and expiry dates and reseal
* Emergency equipment should be stored in a moveable trolley where possible, in clearly labelled drawers
* There are two emergency bags provided by LMS for use at pop-up sites which are stored at Hythe and Chertsey and these must be checked weekly and prior to removal from site against the mobile kit checklist
* Emergency equipment checklists should be completed, dated and signed at each check by the designated person (replacement checklists are available on the NICS website and in the handbooks). The checklists should be stored next to the emergency equipment at all times.
* Where stock levels (of either emergency drugs or equipment) have been used replacements should be sourced. This can be done by contacting CCG Lead Pharmacist (Linda Honey – linda.honey1@nhs.net) via email. If items are unavailable this should be reported to Linda Honey/Caroline Baker(caroline.baker7@nhs.net) for immediate action. A sticker should be placed on the emergency equipment box with the details of the missing medicine/equipment and removed when the replacement comes in.
* Emergency medications should be in date and sealed. Out of date medication should be removed and replaced. Oxygen cylinders should be checked for sufficient gas and that there are no leaks. The defibrillator should be checked daily to see that the green light is flashing and the pads are sealed and inserted on the top of the defibrillator.
* Checklists should be stored next to the equipment for a period of one month. Thereafter the checklists should be stored securely and will be collected monthly on Governance visits and retained for one year for future reference.
* The equipment should be clean and dust free
* Posters should be displayed from the Resuscitation Council (UK)
	+ [Basic Life Support](https://www.resus.org.uk/sites/default/files/2020-05/G2015_Adult_BLS.pdf) Adults
	+ [Basic Life Support Children](https://www.resus.org.uk/sites/default/files/2021-04/Paediatric%20Out%20of%20Hospital%20Basic%20Life%20Support%20Algorithm%202021.pdf)
	+ [Paediatric cardiac arrest in the vaccination setting](https://www.resus.org.uk/about-us/news-and-events/rcuk-publishes-anaphylaxis-guidance-vaccination-settings)
	+ [Management of Anaphylaxis in the Vaccination Setting](https://www.bsaci.org/rcuk-publishes-anaphylaxis-guidance-for-vaccination-settings/)

## Table 2 – Schedule for equipment checking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site** | **Equipment**  | **Location** | **Frequency** | **By Whom** |
| Chertsey Hall | Emergency Drug and Equipment Trolley | Locked cupboard LHS front of hall. To be unlocked and placed at front of hall during the day. | **Daily** - check to ensure equpiment in correct location and the seals are intact. **Weekly** -equipment should be fully checked, stock documented against checklist and re sealed  | Site Manager or lead for site on that day.Lead GP |
| Chertsey Hall | Emergency Mobile Kit | To check | Weekly and on removal from site- equipment should be fully checked and stock documented against checklist | Lead GP or whoever removes from site |
| Chertsey Hall | Oxygen cylinders |  | Daily – check oxygen cylinder is full | Site Manager or daily site lead. |
| Chertsey Hall | Defibrillator | Locked cupboard LHS front of hall. To be unlocked and placed on table at front of hall during the day. | Daily – check green light is visible and pads are attached to the front. | Site manager or daily site lead |

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| Woking Mclaren Offices | Emergency Drugs and Equipment  | In the medical room at the back of the hall. | **Daily** - check to ensure equpiment in correct location and the seals are intact. **Weekly** -equipment should be fully checked, stock documented against checklist and re sealed  | Site Manager or lead for site on that day.Lead GP |
| Woking Mclaren Offices | Oxygen cylinders | In the medical room at the back of the hall. | Daily – check oxygen cylinder is full | Site Manager or daily site lead |
| WokingMclaren Offices | Defibrillator | In the medical room at the back of the hall. | Daily – check green light is flashing and the pads are attached to the front. | Site Manager or daily site lead |
| Walton | Emergency Drugs and Equipment |  | **Daily** - check to ensure equpiment in correct location and the seals are intact. **Weekly** -equipment should be fully checked, stock documented against checklist and re sealed  | Site Manager or daily site leadGP |
| Walton | Oxygen cylinders |  | Daily – check oxygen cylinder is full | Site Manager or daily site lead |
| Walton | Defibrillator |  | Daily – check green tick visible | Site Manager or daily site lead |

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| Hythe Centre | Emergency Drugs and Equipment | Side of waiting area outside main hall | **Daily** - check to ensure equpiment in correct location and the seals are intact. **Weekly** -equipment should be fully checked, stock documented against checklist and re sealed  | Site Manager or daily site leadGP |
| Hythe Centre | Emergency Mobile Kit | To check | Weekly and on removal from site- equipment should be fully checked and stock documented against checklist | Lead GP or whoever removes from site |
| Hythe Centre | Oxygen cylinders | Side of waiting area outside main hall | Daily – check oxygen cylinder is full | Site Manager or daily site lead |
| Hythe Centre | Defibrillator | Side of waiting area outside main hall | Daily – check green tick visible | Site Manager or daily site lead |

#  Monitoring

Responsibility for ensuring compliance with this protocol lies with the Integrated Governance Committee who will receive a quarterly update from the governance lead.

References:

1. [COVID-19 Vaccination Centres: Operating Framework version 1.1 20 January 2021](https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2021/01/C1034-operating-framework-information-and-guidance-on-operating-vaccination-centres-v1.1-20-january-21.pdf)

2. [Resuscitation Council UK. Management of Anaphylaxis in the Vaccination Setting 2021](https://www.bsaci.org/wp-content/uploads/2020/12/Anaphylaxis-REACTIVE.pdf)

LOCATION: ................................ MONTH:.................................

The Medical Resus Kit must be checked DAILY. This DAILY check consists of the following:

1. The AED (Defibrillator) has the green light flashing and the pads are intact.
2. The plastic seal for the anaphylactic kit is intact (not been broken)
3. The emergency equipment is present as detailed in Table 1
4. The oxygen cylinder is full.
5. The First aid kit is full.

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| Date | 1. Defibrillator | 2. Anaphylactic Kit | 3.EmergencyEquipment  | 4.Oxygen | 5.First Aid Kit and eye wash kit | Print Name and Initial |
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| LOCATION: ................................ MONTH:.................................cont |
| Date | 1. Defibrillator | 2. Anaphylactic Kit | 3.EmergencyEquipment  | 4.Oxygen | 5.First Aid Kit and eye wash kit | Print Name and Initial |
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