

 <p><b>Connecticut Valley Hospital Nursing Policy and Procedure</b></p>	<p><b>SECTION D: PSYCHOLOGICAL ADAPTATION CHAPTER 12: MEDICAL EMERGENCY PROCEDURES</b></p> <p><b>POLICY AND PROCEDURE 12.4 Emergency Medical Bag Inspection – Cottage Program</b></p>
<p>Authorization: Nursing Executive Committee</p>	<p>Date Effective: May 1, 2018 Scope: Registered Nurses and Licensed Practical Nurses</p>

**Standard of Practice:**

The nurse maintains an accurate inventory of medical equipment stored in the emergency medical bag located in the cottage.

**Standard of Care:**

The patient can expect that appropriate supplies are available in a medical emergency.

**Purpose:**

**Procedure:**

**a. Monthly Inspections of the Medical Bag:**

1. The nurse will check for the presence of each item listed on the attached inventory list the first of every month.
2. The nurse will check and replace any missing or out dated equipment.
3. The medical emergency bag inspection sheet will be completed and faxed to the nursing supervisor upon completion of the inspection.
4. A breakaway lock will be obtained from the pharmacy and placed on the bag to secure its contents.
5. **The nurse will maintain the original inventory sheet at the Cottage for 1 year.**

**b. Replacement of Inventory:**

1. The nurse will be responsible for completing a work order (located on the T drive), and submitting it via email to central supply with a copy to the nursing supervisor prior to noon the first of each month.
2. The nurse will notify the nursing supervisor of the status of the supply order.
3. The nurse will notify the nursing supervisor no later three days after ordering if the supplies have not been received.

**The Nursing Supervisor will:**

1. Contact the central supply office via telephone and inquire as to the timeline for the replacement of ordered equipment.
2. Notify the DN of any items that will not be replaced within one week.

## Medical Emergency Bag Cottage Program: Monthly Inspection

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Lock # \_\_\_\_\_

Location: \_\_\_\_\_

Items Checked	Check if OK	Problem Found	Item Replaced in Bag, Date, and Initial of Staff
Bag General Contents			
Alcohol Wipes (1 dozen)			
Ammonia Inhalants			
BP Cuff			
10 Band-Aids			
Cling, 3" roll			
Flashlight with batteries			
6 pair Gloves, sterile			
2 Hot Packs			
2 Ice Packs			
1 Pocket mask, disposable			
1 Emergency Scissors			
1 Stethoscope			
1 Paper tape			
Ace Bandages, 1 lrg; 1 sm			
2 Velcro Tourniquets			
2 Terry cloth towels			
20- 4x4's			
Hand Sanitizer			
Steri Strips			
Penlight			
Thermometer			
Instant Glucose			
Pulse Oximeter			
Saline for irrigation			
PPE kit			
Clipboard			
2 pens			

## Medical Emergency Bag Cottage Program: Weekly Inspection

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Lock #: \_\_\_\_\_

Location: \_\_\_\_\_

Items Checked	Check if OK	Problem Found	Item Replaced in Bag, Date, and Initial of Staff
Forms: CVH 344			
CVH 346			
12.2.1a			
W-10			
CVH-687			