Emergency Equipment and Drugs Overview PPHC Remote NT Health Guideline

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Purpose

To provide Primary and Public Health Care Central Australia (CA) and Barkly Regions and Population and Primary Health Care Big Rivers, East Arnhem (EA) and Top End (TE) Regions (hereafter referred to collectively as PPHC) remote staff with an overview of the comprehensive approach for emergency care for remote health centres, based on standard kits, best practice management, quality assurance processes, training and review practices.

Guideline

The following standard Emergency Equipment and Drug Kits, accompanying Quality Assurance (QA) processes and associated documents related to emergencies[1], form part of PPHC's clinical governance. These kits ensure a reasonable emergency response capability at all sites. See the appropriate kit contents lists for the items and where relevant medicines, to be included in the kit.

Emergency equipment where practicable, is required to be stored in one place in the health centre. The Emergency Equipment Checklist is required to prompt identification of standardised equipment and kits. If there is a need to separate equipment, then notification must alert staff to the location of equipment.

Use of these kits should be within the health practitioners scope of practice according to their individual AHPRA registration and in accordance with an approved Scheduled Substance Treatment Protocol (SSTP) and PPHC procedures. Kit contents, location and routines accompanying them, must be included in health centre induction for new staff.

The following content is included in this document:

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[1] See Key Associated Documents for related documents.

1 Kits Containing Medicines

To ensure the safety and viability of medicines, the kit/s must be stored securely in the Drug Storage Room or lockable cupboard / drawer, e.g. locked resuscitation trolley. When kits are taken to a clinical area they must be placed out of reach of the general public, especially children.

Provision of emergency care must be in accordance with an approved Scheduled Substance Treatment Protocol (SSTP), PPHC remote procedures and within the health practitioner's scope of practice. The supply and administration of medicines held in kits are to be conducted only in accordance with the Northern Territory Medicines, Poisons and Therapeutic Goods Act (MPTGA) 2012 and the Medicines, Poisons and Therapeutic Goods Regulations 2014. For details see Section 250 NT Medicines, Poisons & Therapeutic Goods Act PPHC Remote NT Health Guideline.

1.1 Maintaining Efficacy of Medicines

As extreme temperature can reduce the efficacy of medicines, when kits are taken away from the health centre they must be placed into thermal protective cool bags to minimise the effect of temperature varitations.

When kits containing medicines are exposed to significant temperature variations for extended periods, the medicines in kits must be discarded and replaced.

1.2 Midazolam held in the Emergency Outreach Drug Box and Fit Kit

The Emergency Outreach Drug Box and Fit Kit contents lists provides the stock level of midazolam for each box / kit. Placement and replacement of midazolam in the box / kit must be documented in the schedule 8 (S8) and restricted schedule 4 (RS4) drug register. For specific documentation and restocking requirements see Information Sheet – Midazolam for Emergency Kits.

1.3 Transfer of Morphine to the Emergency Outreach Drug Box

The Emergency Outreach Drug Box contents list provides the stock level of morphine to be placed in the kit when attending an emergency where morphine may be required. For specific documentation requirements see Information Sheet – Morphine for Emergency Outreach Drug Box.

2 Quality Assurance (QA)

QA processes are used to maintain and evaluate a quality standard for Emergency Equipment and Drug Kits in the health centre. Undertaking QA processes also provides an opportunity for staff to familiarise themselves with emergency equipment. Quality Return Templates can be downloaded from the Quality Assurance collection on the Policy Guideline Centre (PGC).

The Quality Assurance Overview PHC Remote Guideline provides details and guidance for staff and managers regarding QA activities.

In summary QA activities include checking:
- The equipment or Kit against the contents list, including when relevant:
  - Presence and location.

- o   Cleanliness.
- o   Contents are correct.
- o   Patency of any sterile wrapping.
- o   Stock is within expiry dates (for Disaster Packs until at least the next annual review date).
- o   Equipment is functional and ready to use.
- Maintenance requirements for equipment has been completed and is up to date.
- For Kits / Boxes containing medicines, also check:
  - o   Viability of medicines, including evidence of damage such as precipitation e.g. calcium gluconate. Damaged items are to be discarded and replaced.
  - o   Stock is rotated into general health centre stock prior to expiry and replace with new stock.

PPHC Central Australia and Barkly Regions: a RiskMan PPHC Monthly Audit which collates QA Returns is to be completed by the PHCM following the last day of the month, to reflect that months activities. The QA forms and any related documentary evidence (eg photos of deficits, emails regarding reporting of issues etc) must be uploaded. See the RiskMan PHC Audit Process PHC Remote Information Sheet for details regarding the RiskMan process.

Big Rivers, East Arnhem and Top End Regions: iAuditor PPHC Monthly Audits are to be completed by the PHCM following the last day of the month, to reflect that months activities.

2.1   Cleaning and Restocking

Re-usable equipment must be cleaned after use. Following use, single use equipment must be disposed of appropriately. Restock and check the kit as soon as practicable after use, to ensure readiness.

3   Obtaining Supplies for Emergency Equipment and Drug Kits

Contents required for emergency equipment and drug kits are sourced through a variety of means including regional stores, remote health stock, pharmacies and purchase requests (including the blanket order processes) and Capital Equipment.

Where staff are uncertain of how to obtain a required item, they should contact the professional practice nurse (PPN) for advice.

4   Emergency Equipment and Drug Kits Contents Review Process

As a rule, emergency equipment and drugs in PPHC are standardised across all health centres. There are some exceptions with approved variations in some health centres through best practice group processes.

Changes to emergency contents, by addition or deletion, are not authorised at the local level.
Recommendations should be referred to the Best Practice Group for consideration using the NT Best Practice Reference Working Group Referral PHC Remote Form.

Emergency Kit Description and Contents	Quality Assurance	Related Information
Airway Kits Items needed to manage an airway in an emergency situation. **Contents:** Airway Kit Contents List Airway Kit Layout	**When:** weekly **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form	The recommended bag for the Airway Kit is a St John RFA Backpack.
Ambulance Clinical Equipment All PPHC ambulances have a minimum fit out that facilitates their purpose. **Contents:** Ambulance Clinical Equipment Contents List Also see Oxygen and Suction information below.	**When:** weekly **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form **Related QA Checks for:** • Satellite Phone • Stryker® Stretcher	Ambulance clinical equipment includes the M1 Stryker® Stretchers, and Satellite Phone and radio communications (where available). **Securing Equipment within the Ambulance:** all equipment is to be secured appropriately to prevent potential injury to occupants, including: • Oxygen cylinders secured in the fitted oxygen cylinder bracket. • Stretchers fitted with floor tracks and safety catch.
Anaphylaxis Kit Items and medicines required to manage rare allergic reactions that may occur without warning. **Contents:** Anaphylaxis Kit Contents List	**When:** monthly **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form	Two (2) kits are recommended for most health centres, and additional kits may be held in the larger health centres. **Medicines Management:** • The Kit must be stored in the **Locked** Drug Storage Room / **Lockable** cupboard /drawer. • The Kit must be accessible in any room where immunisations / other relevant medicines are being given, ie a kit should be taken where these are being administered. Also see Section 1 Kits Containing Medicines and 1.1 Maintaining Efficacy of Medicines for further information on management of medicines held in kits.
Chest Drain Kit Items routinely required for the insertion of a chest drain. **Contents:** Chest Drain Contents List	**When:** monthly **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form	Nil

Emergency Kit Description and Contents	Quality Assurance	Related Information
Disaster Packs An extension of the emergency equipment to provide first aid suplies to casualties. **Contents:** Disaster Pack Contents List	**When:** annual (October) **Where:** Disaster Pack Check Quality Return PHC Remote CAHS Form Disaster Pack Check Quality Return PHC Remote TEHS Form	For use by any person with minimum first aid knowledge. Recommended that for every 500 people within the community one disaster pack is required. **Top End**: Standard emergency equipment in **all** PPHC TEHS health centres, and in the event of an emergency / disaster, the Disaster Pack becomes part of the Emergency Equipment taken on site by the health centre team. **Central Australia:** Health centres identifing a need for a Disaster Pack should discuss this with their District Manager.
Emergency Outreach Drug Box Contains medicines required to meet most emergencies encountered by remote health centre staff. **Contents:** Emergency Outreach Drug Box Contents List Emergency Outreach Drug Box Layout	**When:** weekly **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form	**Medicines Management:** • The drug box **must** be stored in a **Locked** resuscitation trolley **OR** in the **Locked** Drug Storage Room. See Morphine for Emergency Outreach Drug Box and Midazolam for Emergency Kits for further details, as these medicines must be documented in the S8 & RS4 Drug Register. Also see Section 1 Kits Containing Medicines and 1.1 Maintaining Efficacy of Medicines for futher information on management of medicines held in Kits.
Emergency Response Kit Items required to manage emergencies away from the health centre and is to be used in combination with the the Airway Kit. **Contents:** Emergency Response Kit Contents List Emergency Response Kit Layout Cervical Collars Contents *Note:* the *Airway Kit* and *Cervical Collars Kit* are held in separate bags	*Kit Contents:* **When:** fortnightly for Kit **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form *Blood Glucose & Ketone Meter held in Kit:* **When:** weekly **Where:** Essential Quality Checks PHC Remote Forms as above	A Tamper Evident Tag (TET) may be used to seal the Kit. If the seal is broken the Kit must be checked, restocked as necessary and a new TET applied.

Emergency Kit Description and Contents	Quality Assurance	Related Information
Fit Kit Items and medicines required to manage fits (convulsions/seizures). **Contents:** Fit Kit Contents List	**When:** monthly **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form	**Medicines Management:** • The Kit must be stored in the **Locked** Drug Storage Room / **Lockable** cupboard /drawer and must be placed out of reach of the general public, especially children, when taken from the Drug Storage Room. Also see Section 1 Kits Containing Medicines and 1.1 Maintaining Efficacy of Medicines for futher information on management of medicines held in kits. See Midazolam for Emergency Kits for specific documentation and restocking requirements which must be documented in the S8 & RS4 Drug Register.
IV Extras Bag Extra cannulation equipment, intravenous fluids and specialised burns dressings for a major accident or burns scenario that requires more equipment than is provided in the Emergency Response Kit. **Contents:** IV Extras Bag Contents List	**When:** monthly **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form	The decision to take the IV Extras Bag to an emergency site will be dependant on the information provided to health staff regarding the number casualties and type of injuries predicted.

Obstetric Kit and Obstetric Drug Kit
Items and medicines required for managing a delivery or obstetric emergency in or away from the health centre. These items are not available in other emergency kits and must be used in conjunction with other kits when attending an obstetric emergency.
Contents: Obstetric Kit Contents List
    Obstetric Drug Kit Contents List
    Obstetric Drug Kit Contents Layout, *including Drug Dilution Flash Cards*
Related Equipment / Kits:
• Emergency Outreach Drug Box.
• Emergency Response Kit.
• Foetal Doppler (and gel).
• Oxygen & Suction.
	When: monthly
	Where: Essential Quality Checks PHC Remote CAHS Form
	Essential Quality Checks PHC Remote TEHS Form
		Medicines Management:
		• The Drug Kit must be stored in the **Locked** Drug Storage Room with a controlled room temperature environment.
		• Medicines requiring storage between 2 – 8°C must be kept in the refrigerator assigned for medicines.
		• The whole Drug Kit **must not** be stored in the fridge as some medicines should not be refrigerated. Store only those medicines indicated on the contents list in the refrigerator.
		• Drug Dilution Flash Cards provided in the Obstetric Drug Kit do not replace the protocols within the WBM. They are a quick reference only, to aid clinicians to safely prepare and administer the medicines within this kit.
		also see Section 1 Kits Containing Medicines and 1.1 Maintaining Efficacy of Medicines for further information on management of medicines held in kits

Emergency Kit Description and Contents	Quality Assurance	Related Information
Oxygen and Suction Equipment **Contents:** • Health Centre Oxygen and Suction Equipment Contents List - including a contents list for the Portable Suction Unit (battery operated). • Ambulance Clinical Equipment Contents List • Airway Kit Contents List.	**When:** daily / weekly as indicated per equipment on the Checks Form **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form	Oxygen and Suction equipment for remote health centres includes: • oxygen cylinders with attached twin-o-vac for suction – (NE / ND size [2]) for use in the health centre • oxygen cylinder with attached twin-o-vac for suction – (ND size) available in the health centre ambulance • Airway Kit (CA & Barkly: C and TE, EA and Big Rivers: CD size) for use in emergencies outside the health centre • Laerdal Portable Suction Unit (to replace twin-o-vac) **Maintenance of Oxygen and Suction Equipment:** Oxygen and suction equipment [3] is to have an annual service with the medical engineering provider. For details see Maintenance and Repairs of Clinical Equipment. *Oxygen regulator:* dust in oxygen regulators can be dangerous so maintenance of a dust free environment by undertaking regular inspections for dust is vital. *Suction canister contents (twin-o-vac / portable suction unit):* dispose of where identified as single use only.
Resuscitation Trolley Items for cardio-pulmonary resuscitation and management of other emergencies in the health centre. **Contents:** Resuscitation Trolley Contents PPHC Remote List the Resuscitation Trolley includes: • Emergency Outreach Drug Box Contents List • Needle Cricothyroidotomy and Needle Decompression Kit Contents List	**When:** weekly **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form	**Medicines Management** The Emergency Outreach Drug Box must be stored in a **Locked** drawer of the resuscitation trolley **OR** in the **Locked** Drug Storage Room. A five drawer **lockable** trolley is standard equipment for remote health centres A **Lockable** drawer on the trolley is **mandatory** when the Emergency Outreach Drug Box is stored in the Trolley. This is in accordance with medicines management requirements under the Northern Territory Medicines, Poisons and Therapeutic Goods Act (MPTGA) 2012 and Regulations 2014.

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[2] While 'ND / NE' size cylinders are the commonly held oxygen cylinders for health centre oxygen, some health centres may have a size 'G' cylinder. Generally these cylinders are used to provide oxygen via wall outlets in the health centre emergency room.

[3] Equipment includes: Airway Kit, Oxygen Regulator, Oxygen Flow Meter, twin-o-vac / Laerdal Portable Suction Unit (to replace twin-o-vac).

Emergency Kit Description and Contents	Quality Assurance	Related Information
Trauma Site Bags - Clothing & Extras Two bags containing articles designed to assist personal protection and support staff when providing emergency care in the harsh environment of a remote accident scene. **Contents:** Trauma Site Bag: Clothing & Extras Contents Lists	**When:** monthly **Where:** Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form	Nil

Quality Assurance		
	Method	**Responsibility**
Implementation	Document will be accessible via the Policy Guidelines Centre and Remote Health Atlas	PGC Administrators Atlas Development Officer and Library ePublications
Review	Document is to be reviewed every three years, or as changes in practice occur	Professional Practice Nurses PPHC Remote
Evaluation	Evaluation will be ongoing and informal, based on feedback.	Professional Practice Nurses PPHC Remote
Compliance	Quality Assurance processes will be used to monitor and evaluate the quality and standard of Emergency Equipment and Drug Kits in the health centre by clinicians and will be followed up	Primary Health Care Manager District Manager
	Adverse incidents / issues will be entered into RiskMan and will be followed up by the relevant Manager.	Relevant Manager **PPHC CA & Barkly:** Clinical Nurse Manager, Quality and Safety **PPHC Big Rivers, EA & TE:** Safety and Quality Manager

Key Associated Documents	

Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents	NT Best Practice Reference Working Group Referral PHC Remote Form
	
	Quality Assurance Forms for CAHS and TEHS on PGC including:
	    Disaster Pack Quality Return Form
	    Essential Checks Form
	    Satellite Phones Quality Return Form
	    Stryker® Stretcher Quality Return Form
	    Vehicles Quality Returns Form
	
	Remote Health Stock Order PHC Remote Form – CAHS | TEHS
	
	S100 Pharmacy Order form, available from contracted S100 Pharmacy
	
	Emergencies, Evacuations and Retrievals Contents Lists (PGC)
	    Airway Kit PPHC Remote Contents and Airway Kit Layout PPHC Remote
	    Ambulance Clinical Equipment Contents PPHC Remote List
	    Anaphylaxis Kit Contents PPHC Remote List
	    Cervical Collars Contents PPHC Remote List
	    Chest Drain Kit Contents PPHC Remote List
	    Disaster Pack Contents PPHC Remote List
	    Emergency Outreach Drug Box Contents PPHC Remote List and Emergency Outreach Drug Box Layout PPHC Remote
	    Emergency Response Kit Contents PPHC Remote List and Emergency Response Kit Ferno Layout PPHC Remote
	    Fit Kit Contents PPHC Remote List
	    Health Centre Oxygen and Suction Equipment Contents PPHC Remote List
	    IV Extras Bag Contents PPHC Remote List
	    Needle Cricothyroidotomy and Needle Decompression Kit Contents PPHC Remote List

Key Associated Documents
Obstetric Kit Contents PPHC Remote List
Obstetric Drug Kit Contents PPHC Remote List and Obstetric Drug Kit Layout PPHC Remote
Resuscitation Trolley Contents PPHC Remote List

Information Sheets:

Emergency Equipment PPHC Remote Checklist

Midazolam for Emergency Kits PPHC Remote Information

Morphine for Emergency Outreach Drug Box PPHC Remote Information

RiskMan PHC Audit Process PHC Remote Information Sheet

Pharmacy Related documents:

Cold Chain PHC Remote Guideline

Drug Storage Room Standards PHC Remote Guideline

Issuing and Administering Medicines PHC Remote Guideline

Schedule 8 and Restricted Schedule 4 Medicines PHC Remote Guideline

Section 250 NT Medicines, Poisons & Therapeutic Goods Act PPHC Remote NT Health Guideline

Quality Assurance Related documents:

Blood Glucose and Ketone Meters PHC Remote and Corrections Guideline

Quality Assurance Overview PHC Remote Guideline

Stryker® Stretchers PHC Remote Guideline

Related documents:

Duty Medical Officer (DMO) On-Call Telephone Consultations PHC Remote TEHS Guideline

Electronic Health Records Overview PHC Remote Guideline

Emergency or Disaster Preparedness PHC Remote Guideline

Emergency Transport of Clients PHC Remote Guideline

Emergency Vehicles PHC Remote Guideline

Health Records Documentation PHC Remote Guideline

Local Emergency Plans PHC Remote Guideline

Maintenance and Repairs of Clinical Equipment PHC Remote Guideline

Management On-Call PHC CAHS Guideline

Medical Officer Telephone Consultation PHC CAHS Guideline

Ordering from Stores PHC Remote TEHS Guideline

Purchase Requests PHC Remote TEHS Guideline

Remote Health Stock PHC Remote TEHS Guideline

Satellite Phones PHC Remote Guideline

Stores and Ordering Overview PHC Remote CAHS Guideline

Key Associated Documents	
	Northern Territory Medicines, Poisons and Therapeutic Goods Act 2012 and Regulations 2014
	Fleet Services: Vehicle Management Policy and Procedures -Travel and Transport
	Remote Primary Health Care Manuals website:

	CARPA Standard Treatment Manual
	    Minymaku Kutju Tjukurpa - Women's Business Manual
	    CRANAplus Clinical Procedures Manual for Remote and Rural Practice

	Workforce Division – Training & Development
	Aboriginal and Torres Strait Islander Health Practice Board of Australia
	Management of Anaphylaxis, DoH Centre for Disease Control
References	As Above

Definitions, Acronyms and Alternative Search Terms	
Term	Description
Ambulance:	for the purpose of this document, the term *ambulance* refers to the vehicle supplied to a health centre that has appropriate 'Ambulance' signage, flashing lights and fit out for the carriage of unwell clients in the course of business of that particular health centre.
Disaster:	an event that requires a significant coordinated response using the combined resources of the Territory, non-government entities within the Territory and resources from outside the Territory.
Emergency:	an event that requires a significant coordinated response using the combined resources of the Territory and non-government entities within the Territory.
Scheduled Substance Treatment Protocol (SSTP):	is a protocol for possessing, supplying or administering a scheduled substance as approved by the Chief Health Officer under Section 254 of the Northern Territory Medicines, Poisons and Therapeutic Goods Act 2012.

National Safety and Quality Health Service Standards							
Clinical Governance	Partnering with Consumers	Preventing and Controlling Healthcare Associated Infection	Medication Safety	Comprehensive Care	Communicating for Safety	Blood Management	Recognising & Responding to Acute Deterioration
☒	☐	☐	☒	☒	☐	☐	☒