

Emergency Equipment and Drugs Overview PHC Remote Guideline

Target Audience	All Clinical Employees
Jurisdiction	Primary Health Care Remote CAHS; Primary Health Care Remote TEHS
Jurisdiction Exclusions	N/A
Document Owner	Kerrie Simpson Atlas Development Officer PHC Remote CAHS
Approval Authority	Chair Primary Health Care Executive CAHS; Primary Health Care Remote Safety and Quality Committee TEHS
Author	PHC Quality and Safety Team

The attributes in the above table will be auto-filled from the PGC System. Do not update in this document.

Purpose

To provide Primary Health Care (PHC) 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.

Procedure

1. General Information

The following standard Emergency Equipment and Drug Kits, accompanying Quality Assurance (QA) processes and associated documents related to emergencies¹, form part of PHC'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 Emergency 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 PHC procedures.

The following content is included in this document:

[Emergency Kit Description and Contents](#)

[Kits Containing Medicines](#), including

[Maintaining Efficacy of Medicines](#)

[Midazolam held in the Emergency Outreach Drug Box and Fit Kit](#)

¹ See [Key Associated Documents](#) for related documents.

[Transfer of Morphine to the Emergency Outreach Drug Box](#)
[Quality Assurance](#), including
[Central Australia](#)
[Top End](#)
[Obtaining Supplies for Emergency Kits and Equipment](#)
[Emergency Equipment and Drugs Review Process](#)

2. Definitions

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.

ATSIHP: Aboriginal and Torres Strait Islander Health Practitioner.

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](#).

Emergency Kit Description and Contents	Quality Assurance	Related Information
<p>Airway Kits items needed to manage an airway in an emergency situation Contents: Airway Kit Contents List Airway Kit Layout</p>	<p>When: weekly Where: Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form</p>	<p>the recommended bag for the Airway Kit is a St John RFA Backpack</p>
<p>Ambulance Clinical Equipment all PHC ambulances have a minimum fit out that facilitates their purpose Contents: Ambulance Clinical Equipment Contents List also see Oxygen and Suction information below</p>	<p>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</p>	<p>ambulance clinical equipment includes the M1 Stryker® Stretchers, and Satellite Phone and radio communications where fitted to ambulance vehicles 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</p>
<p>Anaphylaxis Kit items and medicines required to manage rare allergic reactions that may occur without warning Contents: Anaphylaxis Kit Contents List</p>	<p>When: monthly Where: Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form</p>	<p>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 4.1 Kits Containing Medicines and 4.1.1 Maintaining Efficacy of Medicines for further information on management of medicines held in Kits</p>
<p>Chest Drain Kit items routinely be required for the insertion of a chest drain Contents: Chest Drain Contents List</p>	<p>When: monthly Where: Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form</p>	<p>Nil</p>

Emergency Kit Description and Contents	Quality Assurance	Related Information
<p>Disaster Packs an extension of the emergency equipment to provide first aid supplies to casualties Contents: Disaster Pack Contents List</p>	<p>When: annual (October) Where: Disaster Pack Check Quality Return PHC Remote CAHS Form Disaster Pack Check Quality Return PHC Remote TEHS Form</p>	<p>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 PHC 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 identifying a need for a Disaster Pack should discuss this with Management</p>
<p>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</p>	<p>When: weekly Where: Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form</p>	<p>Medicines Management: - the drug box must be stored in a LOCKED resuscitation trolley OR in the LOCKED Drug Storage Room see Information Sheets: 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 4.1 Kits Containing Medicines and 4.1.1 Maintaining Efficacy of Medicines for further information on management of medicines held in Kits</p>
<p>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</p>	<p><i>Kit Contents:</i> 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</p>	<p>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</p>

Emergency Kit Description and Contents	Quality Assurance	Related Information
<p>Fit Kit items and medicines required to manage fits (convulsions/seizures) Contents: Fit Kit Contents List</p>	<p>When: monthly Where: Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form</p>	<p>Medicines Management:</p> <ul style="list-style-type: none"> - 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 <p>also see Section 4.1 Kits Containing Medicines and 4.1.1 Maintaining Efficacy of Medicines for further information on management of medicines held in Kits see Information Sheet: Midazolam for Emergency Kits for specific documentation and restocking requirements as Midazolam must be documented in the S8 & RS4 Drug Register</p>
<p>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</p>	<p>When: monthly Where: Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form</p>	<p>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</p>
<p>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</p>	<p>When: monthly Where: Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form</p>	<p>Medicines Management:</p> <ul style="list-style-type: none"> - 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. <p>also see Section 4.1 Kits Containing Medicines and 4.1.1 Maintaining Efficacy of Medicines for further information on management of medicines held in Kits</p> <p>Related Equipment / Kits:</p> <ul style="list-style-type: none"> - Emergency Outreach Drug Box - Emergency Response Kit - Foetal Doppler (and gel) - Oxygen & Suction

Emergency Kit Description and Contents	Quality Assurance	Related Information
<p>Oxygen & Suction Equipment Contents:</p> <ul style="list-style-type: none"> - Health Centre Oxygen and Suction Equipment Contents List - Ambulance Clinical Equipment Contents List - Airway Kit Contents List 	<p>When: daily / weekly as indicated per equipment on the Checks Form</p> <p>Where: Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form</p>	<p>Oxygen and Suction equipment for remote health centres includes:</p> <ul style="list-style-type: none"> - 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: C and TE: CD size) for use in emergencies outside the health centre - Portable Suction Unit <p>Maintenance of Oxygen and Suction Equipment:</p> <p>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.</p> <p><i>oxygen regulator:</i> dust in oxygen regulators can be dangerous so maintenance of a dust free environment by undertaking regular inspections for dust is vital</p> <p><i>suction canister contents (twin-o-vac / portable suction unit):</i> dispose of where identified as single use only</p>
<p>Resuscitation Trolley</p> <p>items for cardio-pulmonary resuscitation and management of other emergencies in the health centre</p> <p>Contents: CAHS TEHS Resuscitation Trolley Contents PHC Remote Lists</p> <p>the Resuscitation Trolley includes:</p> <ul style="list-style-type: none"> - Emergency Outreach Drug Box Contents List - Needle Cricothyroidotomy and Needle Decompression Kit Contents List - CAHS TEHS 	<p>When: weekly</p> <p>Where: Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form</p>	<p>Medicines Management</p> <p>the Emergency Outreach Drug Box must be stored in a LOCKED drawer of the resuscitation trolley OR in the LOCKED Drug Storage Room</p> <p>a five drawer lockable trolley is standard equipment for PHC remote health centres</p> <p>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 NT Medicines, Poisons and Therapeutic Goods Act (MPTGA) and Regulations.</p>

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 and Portable Suction Unit.

Emergency Kit Description and Contents	Quality Assurance	Related Information
<p>- Operator's Checklist for Zoll M / E / X Series Semi-Automatic Defibrillator / Monitor</p>		
<p>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</p>	<p>When: monthly Where: Essential Quality Checks PHC Remote CAHS Form Essential Quality Checks PHC Remote TEHS Form</p>	<p>Nil</p>

3. Responsibilities

3.1 Health Centre Clinical Staff

- Must have familiarity with the overall, and individual, items of emergency equipment and drugs. This includes awareness of the location of all items, contents lists and a working knowledge and understanding of the relevance of each item.
- Be aware that some Kits must be used in conjunction with other Kits, for example the [Obstetric Drug Kit](#) and [Emergency Outreach Drug Box](#) is used in conjunction with the [Obstetric Kit](#)
- Participate in the routine [checking](#) and maintenance of all Emergency Equipment and Drug Kits
- Clean equipment after use, dispose of single use consumables and restock as required
- Restock and check the Emergency Kits after use, as soon as practicable
- Be aware of and utilise the [Emergency Equipment Checklist](#) when managing an emergency away from the health centre
- Use the [NT Best Practice Reference Working Group Referral PHC Remote Form](#) to propose suggestions or changes to emergency kits. Also see [Section 4.4](#).

3.2 Primary Health Care Manager (PHCM)

As for Health Centre Clinical Staff, and

- Facilitate induction of new staff to the health centre's Emergency Equipment and Drug Kits, and the routines accompanying them
- Ensure maintenance of equipment is undertaken. See [Maintenance and Repairs of Clinical Equipment](#)
- Assign staff to participate in [Quality Assurance](#) (QA) routines to foster staff familiarity with each Kit

3.3 District Manager

- Ensure the standard Emergency Equipment and Drug Kits are maintained
- Support purchase requests that are consistent with standard emergency equipment
- Review monthly QA reports and follow-up with PHCMs regarding issues identified

3.4 Professional Practice Nurse

- Contribute to and monitor QA activities related to Emergency Equipment and Drug Kits as required
- Coordination of review and implementation of recommended changes to kit contents and related QA activities

4. Procedure

4.1 Kits Containing Medicines

To ensure the safety and viability of medicines, the Kit/s must be stored in the [Drug Storage Room](#) / Lockable cupboard /drawer. This provides a secure and controlled room temperature environment. Kits are to be placed out of reach of the general public, especially children when the Kit is taken to a clinical area. Note: the Emergency Outreach Drug Box may be located in a locked drawer in the Resuscitation Trolley.

Provision of emergency care must be in accordance with an approved Scheduled Substance Treatment Protocol ([SSTP](#)), Primary Health Care (PHC) 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 \(MPTGA\) and Regulations](#). For details see [Section 250 NT Medicines, Poisons & Therapeutic Goods Act](#).

4.1.1 Maintaining Efficacy of Medicines

Extremes of temperature can reduce the efficacy of medicines. To minimise the effect of temperature variations on medicines, when Kits are taken away from the health centre, they must be placed in a thermal protective cool bag.

When Kits containing medicines are exposed to significant temperature variations for extended periods of time, such as may be experienced in an un-air-conditioned vehicle during an emergency response, medicines in Kits must be discarded and replaced.

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

The Emergency Outreach Drug Box [contents list](#) and Fit Kit [contents list](#) provides the stock level of Midazolam to be placed in the Box / Kit. The quantity of Midazolam placed in the Box / Kit must be documented in the S8 & RS4 Drug Register. For specific documentation and restocking requirements see Information Sheet – [Midazolam for Emergency Kits](#).

4.1.3 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. The quantity of Morphine placed in the Kit must be documented in the S8 & RS4 Drug Register. This must be recorded every time Morphine is removed from the Dangerous Drugs Safe. For specific documentation requirements see Information Sheet – [Morphine for Emergency Outreach Drug Box](#).

4.2 Quality Assurance (QA)

QA processes are used to monitor and evaluate the quality and standard of Emergency Equipment and Drug Kits in the health centre. Undertaking QA also provides an opportunity for staff to familiarise themselves with the operation of emergency equipment. Quality Return Templates can be downloaded from the Quality Assurance intranet page on the Policy Guideline Centre ([PGC](#)). At the beginning of each year the PPN will distribute a recurring monthly e-mail, providing links to the QA Returns.

In summary QA activities include checking:

- the equipment or Kit against the contents list, including when relevant:
 - Presence and location
 - Cleanliness
 - Contents are correct
 - Patency of any sterile wrapping
 - Stock is within expiry dates (for Disaster Packs until at least the next annual review date)
 - 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:
 - Viability of medicines where packing may be damaged
 - Medicines are within expiry dates
 - Precipitation in medicine vials or ampoules, eg Calcium Gluconate
 - Rotate stock into general health centre stock prior to expiry and replace with new stock

4.2.1 Central Australia

QA Forms are to be completed by the end of the month in which they are due and e-mailed to the PPN during the first week of the next month.

The health centre copy of the completed form is to be:

- marked as 'sent' (either with a stamp or hand written)
- filed in the QA folder
- removed and discarded from the QA folder at the end of the year

4.2.2 Top End

A RiskMan PHC 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. This process replaces sending the QA forms, 'Strive for 5 charts' and other related forms to the PPN.

4.3 Obtaining Supplies for Emergency Kits and Equipment

Contents required for Emergency Kits and equipment 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 PPN for advice.

4.4 Emergency Equipment & Drug Kits Contents Review Process

Emergency Equipment and Drugs in PHC are standardised across all health centres. There are some minor variations which allow for differences in certain health centres. These variations are to be endorsed by Best Practice Group.

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](#).

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 by the Professional Practice Nurse and District Manager.

Adverse incidents / issues will be entered into RiskMan and will be followed up by the relevant Manager.

Key Associated Documents

Forms	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 CAHS Form - CAHS TEHS Remote Health Hospital Pharmacy Order Form S100 Pharmacy Order form, available from contracted S100 Pharmacy
Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents	Emergencies, Evacuations and Retrievals (PGC) Airway Kit Contents and Airway Kit Layout Ambulance Clinical Equipment Contents List Anaphylaxis Kit Contents List Cervical Collars Contents List Chest Drain Kit Contents List Disaster Pack Contents List Emergency Outreach Drug Box Contents List and Emergency Outreach Drug Box Layout

Emergency Response Kit Contents List and Emergency Response Kit Ferno Layout
 Fit Kit Contents List
 Health Centre Oxygen and Suction Equipment Contents List
 IV Extras Bag Contents List
 Needle Cricothyroidotomy and Needle Decompression Kit Contents CAHS List
 Needle Cricothyroidotomy and Needle Decompression Kit Contents TEHS List
 Obstetric Kit Contents List and Obstetric Kit Stationery Pack Contents List
 Obstetric Drug Kit Contents List and Obstetric Drug Kit Layout
 Resuscitation Trolley Contents PHC Remote CAHS List
 Resuscitation Trolley Contents PHC Remote TEHS List

Information Sheets:

[Emergency Equipment Checklist](#)
[Medical Officer Telephone Consultation PHC CAHS Information Sheet](#)
[Midazolam for Emergency Kits](#)
[Morphine for Emergency Outreach Drug Box](#)
[Operator's Checklist for Zoll M / E / X Series Semi-Automatic Defibrillator / Monitor](#)
[Standard Clinical Equipment List - Master](#)

Best Practice Communique: [Airway Kits Replacing Oxyvivas with Airway Kits PHC Remote Communique](#)

Pharmacy Related documents:

[Cold Chain PHC Remote Guideline](#)
[Drug Storage Room Standards PHC Remote Guideline](#)
[Issuing and Administering Medicines PHC Remote Guideline](#)
[Pharmacy Ordering PHC Remote Guideline](#)
[Schedule 8 and Restricted Schedule 4 Medicines PHC Remote Guideline](#)
[Section 250 NT Medicines, Poisons and Therapeutic Goods Act PHC Remote Guideline](#)

Quality Assurance Related documents:

[Blood Glucose and Ketone Meters PHC Remote Guideline](#)
[Quality Assurance Overview PHC Remote Guideline](#)
[Stryker® Stretchers PHC Remote Guideline](#)

Related documents:

[Duty RMP 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 Remote 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](#)
[Standard Clinical Equipment PHC Remote Guideline](#)
[Northern Territory Medicines, Poisons and Therapeutic Goods Act and Regulations](#)
[Accounting and Property Manual - Section 12 Transport](#)
[Remote Primary Health Care Manuals website:](#)

	<p>CARPA Standard Treatment Manual</p> <p>Minymaku Kutju Tjukurpa - Women's Business Manual</p> <p>CRANApplus Clinical Procedures Manual for Remote and Rural Practice</p> <p>Workforce Division – Training & Development webpage</p> <p>Aboriginal and Torres Strait Islander Health Practice Board of Australia</p> <p>Management of Anaphylaxis, DoH Centre for Disease Control</p>
References	As above

Document Quality Assurance

	Method	Responsibility
Implementation	Document will be accessible via the Policy Guidelines Centre and Remote Health Atlas	Health Policy Guidelines Program
Review	Document is to be reviewed every three years, or as changes in practice occur	Atlas Development Officer, Primary Health Care CAHS
Evaluation	Evaluation will be ongoing and informal, based on feedback.	Atlas Development Officer, Primary Health Care CAHS

Evidence Table

Reference	Method	Evidence level (I-V)	Summary of recommendation from this reference
N/A	N/A	N/A	N/A