

168 Medical Daily Equipment Check List

168 Version 14.6

	Daily Checks w/c	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Drug Checks Two people (1 must be a clinician), to check these drugs every day . Midazolam, Diazepam & Morphine (Oramorph), Codeine Oxycodone, Morphine Sulphate	Daily	Daily	Daily	Daily	Daily	Daily	Daily
2	Consulting Room Boxes Check contents against list on box, report to SM any missing items.	Daily	Daily	Daily	Daily	Daily	Daily	Daily
3	Panic Alarms All in a small box in host cupboard, ensure they are back in the box end of shift	Daily	Daily	Daily	Daily	Daily	Daily	Daily
4	Patients and downloads folder (on desktop) Please make sure its clear start and end of shift	Daily	Daily	Daily	Daily	Daily	Daily	Daily
5	Check respiratory hood and HCIS cleaning box are present and complete Check contents against list on both boxes Clean contents and box with Clinell wipe	Daily	Daily	Daily	Daily	Daily	Daily	Daily
6	Resus bag - Location: Store cupboard in corridor Check contents as per contents sheet, replace any stock if needed. Check all dates and log any requiring replacement imminently. Check defib and ensure green tick is showing which indicates Defib is working. Clean defib with Clinell wipe	Daily	Daily	Daily	Daily	Daily	Daily	Daily
7	Blood Taking Box Ensure missing items are replaced from stock, check expiry dates and replace as required	Daily	Daily	Daily	Daily	Daily	Daily	Daily
8	Sharp boxes Should not exceed the 3-month date, should be closed but not locked, any overfilled/not closed boxes to be reported	Daily	Daily	Daily	Daily	Daily	Daily	Daily
9	Manual Scripts Count and record manual prescription packs in Audit book	Daily	Daily	Daily	Daily	Daily	Daily	Daily
10	Emergency drugs - Location: Inside drugs cupboard in store room Ensure drugs are in the appropriate drugs cupboard in store room	Daily	Daily	Daily	Daily	Daily	Daily	Daily
11	Oxygen - Location: Small and Large bottles	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Please accurately indicate in the signature box the levels as below: EMPTY / ¼ FULL / ½ FULL / ¾ FULL / FULL	Large Cylinder Room 4						
		Small Cylinder, Driver's cupboard						
		Large Cylinder Driver's cupboard						

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12	Medication issued from stock forms							
	Ensure previous dated meds form is put in post box regardless of any meds issued							
13	Monitoring Drug Temperatures – Location: Drug Cabinet	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Check temp and record Min and Max temp • If the alarms go off whilst on shift, please let the shift manager know	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:
14	Handwash Audits							
	Log onto Radar, check which clinicians need a handwash, Once done, complete survey and Tick and Initial clinician audited.							
	Weekly Checks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
15	Health and Safety Checks Weekly		Weekly					
	Complete H&S checklist, keep original in folder and flag any concerns							
16	Paediatric/Adult pulse oximeter - Location: Store Room within Sats monitor box Weekly							
	Switch on machine, place on finger and ensure it takes a reading. Ensure Adult, child and Infant leads are available Clean the machine and box itself with Clinell wipe							
17	Nebuliser Machine - Location: Store room within the nebuliser box Weekly			Weekly				
	Switch on – does it make a noise? Clean the machine with Clinell wipe							
18	Doppler Weekly					Weekly		
	Check Doppler is stored in cupboard and the equipment turns on. Clean the machine with Clinell wipe							
19	Blood Glucose Machine / Dual Keytone Weekly Check				Weekly			
	Host to check machine as per guidelines Clean the machine and box itself with Clinell wipe							
	Base Specific Checks for 168	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
20	Room 2,4, and 5 set up (overnight host Friday and Saturday only)	NA	NA	NA	NA	Friday	Saturday	NA
	Rooms to be set up, with PCs switched on, and Adastra initiated before clinical team start at 0800. <i>Please Initial and add time of check</i>							
21	Respiratory Hood (to be charged once a week by overnight host)				Thursday			
	Overnight Host/driver to plug in the battery into charging unit. See emailed instructions 06/03							

Week End date.....