

Marksbury Road Daily Equipment Check List

Marksbury Version 5.5

	Daily Checks	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
5	Check respiratory hood and HCIS cleaning box are present and complete Check contents against list on both boxes Clean contents and box itself 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 any OOD and log any imminent. Ensure green tick is showing which indicates Defib is working. Clean defib with Clinell wipe	Daily	Daily	Daily	Daily	Daily	Daily	Daily
7	Nebuliser Box Collect nebuliser box from the store room and ensure it is available for clinicians Check the machine powers on, and clean it with a Clinell wipe Ensure there is 1 x adult and 1 x paediatric nebuliser mask within the nebuliser box, checking the expiry dates and restocking where necessary	Daily	Daily	Daily	Daily	Daily	Daily	Daily
8	Blood Taking Box Ensure missing items are replaced from stock and check all expiry dates.	Daily	Daily	Daily	Daily	Daily	Daily	Daily
9	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
10	Manual Scripts Count and record manual prescription packs in Audit book	Daily	Daily	Daily	Daily	Daily	Daily	Daily
11	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
12	Medication issued from stock form Ensure previous dated meds form is put in post box regardless of any meds issued							
13	Oxygen - Location: Small and Large bottles	Daily	Daily	Daily	Daily	Daily	Daily	Daily

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	Please accurately indicate in the signature box the levels as below: EMPTY / ¼ FULL / ½ FULL / ¾ FULL / FULL	Large Cylinder Driver's cupboard											
14	Monitoring Drug Temperatures – Location: Drug Cabinet		Daily	Daily	Daily	Daily	Daily	Daily			Daily		
	Check temp and record Min and Max temp <ul style="list-style-type: none">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:		
15	Handwashing Audits		Daily	Daily	Daily	Daily	Daily	AM	PM	O/N	AM	PM	O/N
	Log onto radar, check which clinicians needs handwash on your shift. Initial when handwash complete												
	Weekly Checks		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			Sunday		
16	Health and Safety Checks Weekly			Weekly									
	Complete H&S checklist, keep original in folder and flag any concerns												
17	Paediatric/Adult pulse oximeter - Location: Store Room within Sats monitor box Weekly		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												
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												
	Host to check machine as per guidelines Clean the machine and box itself with Clinell wipe												
	Base Specific Checks for Marksbury Road		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			Sunday		
20	Access Cards		Daily	Daily	Daily	Daily	Daily	Daily			Daily		
	Check all access cards are available – 1 in outside Keysafe, 2 in blue Key tin												
21	Panic Alarms - Location: In all consulting rooms and the reception area												
	Check panic alarm panel in reception states “APEX ALARMS”												
22	Stock – Location: Ground floor store room					Weekly							
	Unpack all stock delivered by facilities												
23	Respiratory Hood needs charging once a week.					Overnight							
	Overnight to plug in the battery into charging unit. See emailed instructions												