



STB 43 Emergency Drugs Tray

NAME: _____ (PLEASE PRINT CLEARLY)

DATE OF BRIEFING: _____

BRIEFED BY: _____

STB 43: Emergency Drugs Tray

The purpose of this Service-Training Brief is to assist us in the service we provide to our customers.

The Training Team/Co-ordinator is responsible for delivering this brief to staff. Please sign the front page of the brief, this will then be kept in your training file and the information recorded on Badger systems. The brief content pages may be kept for reference as required.

The information contained in this brief supersedes all previous communications, manuals or procedures.

STB 43 – Emergency Drugs Tray	Signed
I have received a face to face briefing	
I fully understand the briefing and will implement this training.	
I have discussed any queries.	

VERSION CONTROL

DATE	CHANGE	CHANGED BY
28.09.10	Original Version	CY
14.12.15	Guidelines added for all staff involved.	CY
24.07.18	Reviewed	SBi

INTRODUCTION

The Emergency Drug Box (EDB) is available to assist in an Emergency situation at the Primary Care Centres (PCC) .The location of the EDB is varied across the PCC's but during operational hours will be situated alongside the Automated External Defibrillator (AED).

These EDBs are also available to the mobile teams and are situated with the AED in the Badger Mobile Cars.

The EDB contains drugs which are required quickly in an emergency situation.

THE EMERGENCY DRUG BOX

1. Each PCC will have two EDB's which will be delivered sealed and should remain sealed unless access is required by a clinician in an emergency situation.
2. Each Mobile Car will hold one EDB. Which will be delivered sealed and should remain sealed unless access is required by a clinician in an emergency situation
3. Each box will be numbered and the earliest expiry date displayed on the top cover.
4. Dosage instructions for medicines are displayed in the transparent pocket on top of the EDB.
5. When the seal is broken, contained inside the EDB is a small laminated sheet which displays the location of each drug. Please note there are two internal pockets within the EDB. An A4 copy of the drug location sheet is also available to familiarise staff to the contents without breaking the seal.

REPLENISHMENT PROCESS PCC'S

1. In the event that a seal is broken this should be reported to the Team Leader **immediately** by the HCSW or the Receptionist on duty identifying the PCC and EDB Number.
2. The Team Leader **MUST** document this in the Team Leader Report to include the PCC and EDB Number for the attention of the Medicine Pharmacy Assistant / Visiting Services Supervisor.
3. The HCSW **MUST** include this detail into the PCC Communication book.
4. The unsealed EDB **MUST** remain in your PCC designated storage area.
5. The second EDB should now be utilised and made available for use.
6. If a replacement of the EDB is required this must be done via your weekly stock order. **NB the EDB is not sent back via the driver or any other medium.**
7. The weekly stock order form should routinely be completed weekly by the HCSW / Receptionist to identify the need for replenishment due to expired drugs or usage.

REPLENISHMENT PROCESS MOBILE CARS

1. In the event that a seal is broken this should be reported to the Team Leader **immediately** by the Driver identifying the Car and EDB Number.
2. The Team Leader **MUST** ensure the driver collects a replenishment box from the PCC and advises the Team Leader of that EDB number.
3. The unsealed EDB **MUST** be exchanged prior to the completion of the drivers shift
4. The unsealed EDB is taken to the associated Primary Care Centre e.g. Heartlands car would go to Heartlands PCC and exchanged for a sealed EDB.
5. The Team Leader **MUST** be informed of the car and EDB number used and also the replenishment EDB number and PCC replenished from.
6. The Team Leader **MUST** document this detail for the attention of the Drug Replenishment Assistant / Visiting Services Supervisor.

IMPORTANT

NB: ALL DRUGS IN THE EMERGENCY BOX WITH THE EXCEPTION OF ORAL GLUCOGEL ARE ALSO AVAILABLE IN THE INJECTION DRUG CASSETTE

- In the **unlikely** event that the seal is broken on **both boxes** at the PCC, this should be reported **urgently** by the HCSW or Receptionist to the Team Leader.
- Replacement EDB's are stored in the Drugs Store on the first floor for this unlikely event. This **MUST** be reported in the Team Leader Report with high importance and the On Call Medical Director consulted to determine the urgency of replenishment required out with normal process.
- Any EDB removed from the emergency storage area must be recorded in the Team Leader Report as well as the EDB Record Book which is situated alongside the EDB emergency stock.

RESPONSIBILITIES

- It is the responsibility of the **HCSW** or in the absence of a HCSW, the **Receptionist** to ensure that the EDB's are managed in compliance with this procedure.
- It is the responsibility of the **Driver** to ensure that the EDB's are managed in compliance with this procedure with particular reference to replenishment of a used EDB from the local Primary Care Centre and advising the Team Leader of both box numbers.
- It is the responsibility of **the Team Leader** to ensure reported usage is documented on the Team Leader report and are familiar with this procedure.
- It is the responsibility of the **Visiting Service Supervisors** to ensure transportation of the EDB's to the PCC's for replacement.
- It is the responsibility of the **Medicines Pharmacy Assistant** to monitor and maintain records of EDB locations and Expiry Dates as well as the replenishment of the EDB's following usage in an emergency situation.