

# Cossham Daily Equipment Check List

Cossham Version 11.3

	DAILY CHECKS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	<b>Drug Checks</b> Two people (1 must be a clinician), to check these drugs <b>every day</b> . Midazolam, Diazepam & Morphine (Oramorph), Codeine Oxycodone, Morphine Sulphate	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	<b>Morning Host</b>	<b>Morning Host</b>
2	<b>Consulting Room Boxes (should be 5 including isolation room. )</b> Check contents against list on box, report to SM any missing items.	Evening Host	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts
3	<b>Panic Alarms</b> All in a small box in host cupboard, ensure they are back in the box end of shift	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts
4	<b>Patients and downloads folder (on desktop) (should be 6)</b> Please make sure its clear start and end of shift	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts
5	<b>Check respiratory hood and HCIS cleaning box are present and complete</b> Check contents against list on both boxes Clean contents and box itself with Clinell wipe	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host
6	<b>Resus bag</b> - 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	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	<b>Morning Host</b>	<b>Morning Host</b>
7	<b>Blood Taking Box</b> Ensure missing items are replaced from stock, check for expiry dates	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts
8	<b>Nebuliser box</b> 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
9	<b>Sharp boxes</b> Should not exceed the 3-month date, should be closed but not locked, any overfilled/not closed boxes to be reported	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts
10	<b>Manual Scripts</b> Count and record manual prescription packs in Audit book	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host
11	<b>Emergency drugs</b> - Location: Inside drugs cupboard in store room Ensure drugs are in the appropriate drugs cupboard in store room	Evening Hosts	Evening Host	Evening Host	Evening Host	Evening Host	PM Host	PM Host
12	<b>Oxygen - Location:</b> Small and Large bottles Please accurately indicate in the signature box the levels as below:	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	Morning Host	Morning Host

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	EMPTY / ¼ FULL / ½ FULL / ¾ FULL / FULL	Large Cylinders Sluice																
<b>13</b>	<b>Monitoring Drug Temperatures</b> – Location: Drug Cabinet		Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	
	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:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	
<b>14</b>	<b>Handwash Audits</b>		Eve	o/n	Eve	O/N	Eve	o/n	Eve	o/n	Eve	o/n	Am	Pm	o/n	Am	Pm	O/n
	Log into Radar, check which clinicians need handwash. Initial when completed																	
	<b>Weekly Checks</b>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday									
<b>15</b>	<b>Blood Taking Box</b>												Overnight					
	Check all expiry dates for stock and replace as required																	
<b>16</b>	<b>Health and Safety Checks Weekly</b>			Overnight														
	Complete H&S checklist, keep original in folder and flag any concerns																	
<b>17</b>	<b>Paediatric/Adult pulse oximeter - Location:</b> Store Room within Sats monitor box Weekly		Overnight															
	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																	
<b>18</b>	<b>Doppler Weekly</b>											Overnight						
	Check Doppler is stored in cupboard and the equipment turns on. Clean the machine with Clinell wipe																	
<b>19</b>	<b>Blood Glucose Machine / Dual Keytone Weekly Check</b>								Overnight									
	Host to check machine as per guidelines Clean the machine and box itself with Clinell wipe																	