



Rural and Remote Emergency Services Standardisation Guideline – Procedural Kits

This guideline is applicable State-wide

Custodian/Review Officer:

Executive Director

Rural and Remote Clinical Support Unit

Version no: 1.0

Applicable To: Rural and remote health care facilities throughout Queensland with Emergency Services that have been assessed as Level 1 or Level 2 services under the *Clinical Services Capability Framework Version 3.2* (2014).

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Authority: Director-General

Approving Officer: Michael Walsh

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1. Purpose

This Guideline provides recommendations regarding best practice for standardisation of procedural kits in all rural and remote health care facilities throughout Queensland with Emergency Services that have been assessed as Level 1 or Level 2 services under the *Clinical Services Capability Framework Version 3.2* (2014). With a mobile workforce, standardisation promotes consistency of evidence based practice that benefits patient outcomes and safety.

2. Scope

This Guideline provides information for all Queensland Health employees (permanent, temporary and casual) and all organisations and individuals acting as its agents (including Visiting Medical Officers and other partners, contractors, consultants and volunteers) working in rural and remote health care facilities throughout Queensland with Emergency Services that have been assessed as Level 1 or Level 2 services under the *Clinical Services Capability Framework Version 3.2* (2014).

3. Related documents

Legislation and Frameworks

- *Health (Drugs and Poisons) Regulation 1996*
- *Clinical Services Capability Framework Version 3.2* (2014)
- Australian Resuscitation Guidelines
 - Basic Life Support
 - Advanced Life Support



4. Procedures, Guidelines, Protocols

- Rural and Remote Emergency Services Standardisation Guideline – Resuscitation Trolley
- Rural and Remote Emergency Services Standardisation Guideline – Emergency Equipment

5. Forms and templates

- Rural and Remote Resuscitation Trolley - basic layout and contents checklist available from: <http://www.health.qld.gov.au/rrcsu/html/rress.asp>
- Rural and Remote Emergency Services Procedural Kits - basic checklist available from: <http://www.health.qld.gov.au/rrcsu/html/rress.asp>

6. Guideline for Rural and Remote Emergency Services Standardised Resuscitation Trolleys

- 6.1 All contents contained within these procedural kits are based on current evidenced best practice items from the date this document is signed
- 6.2 It is the responsibility of each Hospital and Health Services jurisdiction to determine compliance or alteration to these standardised kits taking into consideration fiscal impacts of items i.e. disposable items versus items requiring sterilisation
- 6.3 The contents of the standardised basic procedural kits should be established and maintained as per the Procedural Kits for Rural and Remote Emergency Services –Basic Contents (Appendix A) in each rural and remote health care facility throughout Queensland with Emergency Services that have been assessed as Level 1 or Level 2 services under the *Clinical Services Capability Framework Version 3.0* (2011).
- 6.4 Each procedural kit should be located in, or be easily accessible from, the designated emergency room and be clearly labelled and contents operational.
- 6.5 The kits' contents may vary slightly from the attached list depending on what items are currently available on Standing Offer Arrangements.
- 6.6 Restocking and maintenance of the procedural kits should be the responsibility of a designated clinician.
- 6.7 Procedural kits should be replaced/restocked immediately after each use as per the Rural and Remote Emergency Services Standardisation Guidelines - Procedural Kits - Basic Contents (Appendix A).
- 6.8 Procedural kits should be checked (at least) weekly.
- 6.9 Checks of procedural kits should be documented in an appropriate place, and signed by the clinician checking.
- 6.10 Documentation of procedural kit checks should be regularly audited by to ensure both:
 - (a) compliance with the need for regular checking and that

(b) the basic standardisation is being maintained

6.11 Where emergency equipment is available for patient monitoring and support, facility managers/Directors of Nursing should satisfy the requirements for on-going maintenance of staff skills and competencies to ensure safe operation of the equipment.

7. Definition of Terms

- N/A

8. References and Suggested Reading

- N/A

9. Consultation

- The initiative to standardise equipment in rural and remote emergency services has been developed to satisfy a recommendation following a patient safety incident.
- The initial Guideline was developed with specific advice from a Project Reference Group consisting of Clinical Nurses, Clinical Nurse Consultants, Nurse Educators, Nurse Practitioner, Directors of Nursing and Pharmacist, all of whom were currently practising in the rural and remote clinical context. Emergency Physicians with retrieval experience, the State-wide ED Clinical Network, Retrieval Services Queensland, Queensland Ambulance Service and the Royal Flying Doctor Service also provided advice.
- This review of the guideline sought expert advice from a Reference Group with broad experience in rural and remote environments, retrieval medicine and supporting rural networks consisting of representatives from the:
 - Australian College of Rural and Remote Medicine
 - Australasian College for Emergency Medicine
 - Telehealth Emergency Management Support Unit
 - Nurse Practitioner
 - Rural and Remote Directors of Nursing
 - Rural and Remote Nurse Educators
 - Clinical Nurse Consultant Clinical Service Improvement
 - Director Clinical Quality and Patient Safety Queensland Ambulance Service
 - Senior Clinicians Emergency Care Institute New South Wales
 - Directors of Pharmacy Services Advisory Committee Queensland Health
 - Royal Flying Doctor Service

10. Guideline Revision and Approval History



Version No.	Modified by	Amendments authorised by	Approved by
0.1 draft	Debbie Jolley	Reference Group	N/A
0.2 draft	Peter McCormack and Sean Booth	Executive Director, RRCSU	N/A
0.5 draft	Sean Booth	Reference Group	Reference Group
0.6 draft	Sean Booth	Reference Group	Reference Group
0.7 draft	Sean Booth	Reference Group	Reference Group
1.0 final draft for approval	Peter McCormack and Sean Booth	Reference Group	DG Michael Walsh

Appendix A – Procedural Kits for Rural and Remote Emergency Services – Basic Contents

Description	Location & Notes
AIRWAY & BREATHING KIT	<i>N.B. This kit contains vital equipment for resuscitation and MUST be located on/or within close proximity to the resuscitation trolley</i>
Magill forceps – adult x 1	
Magill forceps – paediatric x 1	
Artery forceps x 2	
Laryngoscope handle x 2 (long and short handle)	
Laryngoscope blade paediatric straight Size 1 x 1	
Laryngoscope blade paediatric curved Size 2 x 1	
Laryngoscope blade Macintosh medium Size 3 x 1	
Laryngoscope blade, Macintosh long Size 4 x 1	
Spare bulb (if fibre optic laryngoscope is not used)	
Spare batteries (for Laryngoscope handle)	
Disposable Cricothyrotomy set x 1	<i>Level 2 facility only</i>
Gum elastic bougie x 1	
Introducer – small x 1	
Introducer – medium x 1	
Introducer – large x 1	
Liquorice stick (catheter mount) x 1	
Syringe – 10ml x 1	
1 cm cotton tape/ribbon for securing ETTs	
Sleek x 1	
Brown tape x 1	
Micropore x 1	
Lubricant – water soluble	
Masks - paediatric – Size 0 x 1	
Masks - paediatric – Size 1 x 1	
Masks - paediatric – Size 2 x 1	
Masks- small adult- Size 2 x 1 (transparent)	
Masks- adult - Size 3 x 1(transparent)	
Masks- adult - Size 4 x 1 (transparent)	
Anti-bacterial filters x 1	

Guedel Airways – Size 00 x 1	
Guedel Airways – Size 0 x 1	
Guedel Airways – Size 1 x 1	
Guedel Airways – Size 2 x 1	
Guedel Airways – Size 3 x 1	
Guedel Airways – Size 4 x 1	
Guedel Airways – Size 5 x 1	
Yankauer sucker x 1	
Endotracheal tubes - cuffed 2.5mm x 1	
Endotracheal tubes - cuffed 3mm x 1	
Endotracheal tubes - cuffed 3.5mm x 1	
Endotracheal tubes - cuffed 4mm x 1	
Endotracheal tubes - cuffed 4.5mm x 1	
Endotracheal tubes - cuffed 5mm x 1	
Endotracheal tubes - cuffed 5.5mm x 1	
Endotracheal tubes - cuffed 6mm x 1	
Endotracheal tubes - cuffed 6.5mm x 1	
Endotracheal tubes - cuffed 7mm x 1	
Endotracheal tubes - cuffed 7.5mm x 1	
Endotracheal tubes - cuffed 8mm x 1	
Endotracheal tubes - cuffed 8.5mm x 1	
Endotracheal tubes - cuffed 9mm x 1	
Oxygen tubing	
CO2 indicators Adult x 1	
CO2 indicators Paediatric x 1	
Ventilation Hose System (oxygen circuit) for specific Oxylog model ventilator	<i>Applies to facilities with an Oxylog facilitator</i>
Ventilator – Oxylog1000 or 2000 (3000plus if medical staff competent in use)	<i>HHS decision on the deployment of ventilators</i>
CIRCULATION KIT	
Intraosseous Needles x 2 – Paediatric (power driven)	
Intraosseous Needles x 2 – Adult (power driven)	
Arm board x 2 – Paediatric size neonate	
Arm board x 2 – Paediatric size small child	
Arm board x 2 – Paediatric size large child	

Pelvic Binder x 1	<i>Or kept in retrieval vehicle</i>
Femoral Splint x 1 Paediatric	<i>Or kept in retrieval vehicle</i>
Femoral Splint x 1 Adult	<i>Or kept in retrieval vehicle</i>
Central Access Kit x 1	<i>For level 2 facilities only</i>
For paediatrics 0.9% Sodium Chloride with 5% Dextrose 1000mls bag for infusion x 1	
Tourniquet x 2 (for control of haemorrhage)	
SPINAL KIT	
Standard soft cervical collar – size XS x 1	
Standard soft cervical collar – size S x 1	
Standard soft cervical collar – size M x 1	
Standard soft cervical collar – size L x 1	
Standard soft cervical collar – size XL x 1	
Short neck soft cervical collar – size XS x 1	
Short neck soft cervical collar – size S x 1	
Short neck soft cervical collar – size M x 1	
Short neck soft cervical collar – size L x 1	
Short neck soft cervical collar – size XL x 1	
Sandbags (or rolled towels)	
Sleek or Brown tape x 1	
NASOGASTRIC KIT	
Nasogastric tubes – Size 6fg x 1	
Nasogastric tubes – Size 8fg x 1	
Nasogastric tubes – Size 10fg x 1	
Nasogastric tubes – Size 12fg x 1	
Nasogastric tubes – Size 14fg x 1	
Nasogastric tubes – Size 16fg x 1	
Syringe – 50ml catheter tip x 1	
Naso fix or Hyperfix	
pH Indicator paper	
Drainage bag	
Water soluble lubricant sachets x 2	
CATHETERISATION KIT	
Urinary catheter insertion pack (disposable)	

Drainage bag	
Indwelling Catheters Size 8g x 1	
Indwelling Catheters Size 10g x 1	
Indwelling Catheters Size 12g x 1	
Indwelling Catheters Size 14g x 1	
Lignocaine Jelly in preloaded syringe or water soluble lubricant	
Catheter support x 1 or hypafix	
CHEST DRAIN/CHEST DRAINAGE KIT	
Face mask	
Sterile gloves (preferred sizes)	
Sterile gown x 1	
Basic dressing pack x 1	
Medium window drape x 1 (if suture required)	
Large blunt artery forceps x 2	
Large transparent dressing x 1	
Small transparent dressing x 1	
Large combines x 4	
Surgical skin prep	
2/0 silk suture material x 2	
Surgical blades Size 11 x 2	
Surgical blades Size 15 x 2	
Syringes 5 ml x 2	
Syringes 10 ml x 2	
Needles 18g x 2	
Needles 23g x 2	
Lignocaine 1% with adrenaline x 4 ampoules	
Heimlich valve with chest drain kit x 2 (or similar kit)	
Drainage bag (for Heimlich valve chest drain)	
Intercostal Catheter 10FR x 2	
Intercostal Catheter 28FR x 2	
Blue pads x 2	
OBSTETRIC KIT	
Delivery bundle or an equivalent kit containing all of the items below	

Amnihook x 1	<i>For level 2 facilities only</i>
1 pkt swabs	
1 pkt large absorbent sponges	
Episiotomy scissors	
Disposable fenestrated drape	
y-suction catheters – Size 6 x 3	
y-suction catheters – Size 8 x 3	
y-suction catheters – Size 10 x 3	
Cord clamp x 2	
Pink top (blood group) tube (for cord blood collection) x 1	
2/0 Vicryl or Vicryl rapide	
1% Lignocaine - for infiltration prior to episiotomy or for repair	
100ml bottle blue 0.1% Chlorhexidine antiseptic solution	
Lubricating gel sachets x 5	
Obstetric cream x 1 tube	
Large and small bowl	
Blue liners x 4	
Oxytocin/Ergometrine	<i>Stored in Fridge</i>
Doppler	
Baby clothing set and baby wraps	
DISLOCATIONS & FRACTURE KIT	
Biers Block machine	<i>For level 2 facilities only</i>
Plaster bandages - Size 5cm	
Plaster bandages - Size 7.5cm	
Plaster bandages - Size 10cm	
Plaster bandages - Size 15cm	
Crepe bandage – Size 5cm	
Crepe bandage – Size 7.5cm	
Crepe bandage – Size 10cm	
Crepe bandage – Size 15cm	
Undercast padding - Size 5cm	
Undercast padding - Size 7.5cm	
Undercast padding - Size 10cm	

Undercast padding - Size 15cm	
Bowl	
Plastic aprons	
Triangle bandages x 2	
Plaster saw	
Plaster cutters	
Plaster spreaders	
Plaster guidelines and templates	
DIAGNOSTIC EQUIPMENT	<i>All items within easy access of emergency area</i>
Stadiometer	
Scales – adult	
Scales – baby	
Broselow Tape	
Blood glucose/ketone monitor	<i>Keep within 2 metres of Resuscitation Trolley</i>
Urinalysis strips x 1 bottle	
Thermometer - digital (Tympanic)	
Thermometer - digital (Tympanic) probe covers	
Thermometer - Axillary (paediatric)	
Thermometer - Axillary (paediatric) probe covers	
Auroscope	
Ophthalmoscope	
ECG machine	<i>With enough consumables to perform 12 lead trace</i>
I-STAT hand held biomedical analyser	
Centrifuge (with sealed rotor & timer)	
Specimen fridge	
Specimen collection tubes (tops - blue, purple, yellow, pink)	