



Rural and Remote Clinical Support Unit
Torres and Cape Hospital and Health Service

Rural and Remote Emergency Services Standardisation Guideline

Emergency Response Pack (ERP)

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Introduction

The Rural and Remote Clinical Support Unit (RRCSU) presents this guideline as one of the following suite of Rural and Remote Emergency Service Standardisation Guidelines (RRESSG) which are approved by the Director General of the Queensland Department of Health.

Rural and Remote Emergency Services Standardisation Guideline – Emergency Equipment

Rural and Remote Emergency Services Standardisation Guideline – Resuscitation Trolley

Rural and Remote Emergency Services Standardisation Guideline – Procedural Kits

Rural and Remote Emergency Services Standardisation Guideline – Emergency Response Pack

These guidelines were produced in collaboration with a leading expert Reference Group with broad experience in the rural and remote clinical context, retrieval medicine, emergency medicine and supporting rural networks. The RRCSU would like to acknowledge the cooperation and support of all Queensland Health contributors and the following organisations outside of Queensland Health and thank them for their expert input and contributions to develop these important clinical resources:

- Australasian College for Emergency Medicine
- Australian College of Rural and Remote Medicine
- Emergency Care Institute New South Wales (ECI)
- New South Wales Agency for Clinical Innovation (ACI)
- Queensland Ambulance Service
- Royal Flying Doctor Service

The RRCSU firmly believe these guidelines will provide rural and remote clinicians with important tools to provide patients with a safer journey through rural and remote emergency services. These guidelines propose a range of best practice standardised emergency equipment as a vehicle that will drive contemporary high quality emergency care throughout rural and remote Queensland.



Guideline

Rural and Remote Emergency Services Standardisation Guideline – Emergency Response Pack (ERP)

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

Supersedes: N/A

Key Words: guideline, rural, remote, emergency, services, standardisation, Emergency Response Pack, Thomas pack

1. Purpose

The purpose of this guideline is to standardise an Emergency Response Pack (ERP) for rural and remote health care facilities and communities throughout Queensland with level 1 and level 2 emergency services under the current Clinical Services Capability Framework. This guideline effectively augments first responder's capability to provide emergency intervention and transfer of person(s) requiring emergency services through standardisation, mobilisation of workforce and promoting consistency through evidence based practice that focuses on 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 which may be required to provide, or assist with "first response and retrieval" in the event of an emergency.

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



- For consistency, the ERP follows the *Rural and Remote Emergency Services Standardisation Guideline - Resuscitation Trolley* content configuration of airway, breathing and circulation format along with procedural kits for advanced and interventional treatments
- Paediatric resuscitation requirements differ significantly from adults. The recommended resources and guidelines are those provided by Children's Health Queensland:
<http://qhps.health.qld.gov.au/childrenshealth/html/lcch/met/met-resources.htm>

4. Procedures, Guidelines, Protocols

- *Rural and Remote Emergency Services Standardisation Guideline – Resuscitation Trolley:*
https://www.health.qld.gov.au/_data/assets/pdf_file/0034/678625/rress-resus-trolley-v2.0.pdf
- *Rural and Remote Emergency Services Standardisation Guideline – Emergency Equipment:*
https://www.health.qld.gov.au/_data/assets/pdf_file/0029/662564/Standard-Emergency-Equipment-v1.1.pdf
- *Rural and Remote Emergency Services Standardisation Guideline – Procedural Kits:*
https://www.health.qld.gov.au/_data/assets/pdf_file/0032/662567/Standard-Procedural-Kits-v1.1.pdf

5. Forms and templates

- Rural and Remote Resuscitation Trolley Basic Contents and Layout – Checklist:
https://www.health.qld.gov.au/_data/assets/pdf_file/0033/683682/rress-cl-resustrolley-v2.1.pdf
- Rural and Remote Emergency Services Procedural Kits – Basic Contents – Checklist:
https://www.health.qld.gov.au/_data/assets/pdf_file/0032/683681/rress-cl-prockits.pdf
- Rural and Remote Emergency Services Standardisation Guideline – Emergency Response Pack – Contents Checklist:
https://www.health.qld.gov.au/_data/assets/pdf_file/0035/696734/RRESSG-ERP-Checklist27022018.pdf

6. Guideline for Rural and Remote Emergency Services Standardised Emergency Response Pack

6.1 Retrieval Service Capability

- 6.1.1 Each Hospital and Health Service determine retrieval service capability of each facility/service
- 6.1.2 Retrieval service capability will be determined by the capacity of an individual facility / service to provide an appropriately equipped and staffed Ambulance and / or other retrieval services
- 6.1.3 First responding clinicians should determine the inclusion of adjunct procedural kits that may be required based on any given incident / event and provide emergency service in accordance with their scope of practice. Refer to Procedural Kits:
https://www.health.qld.gov.au/_data/assets/pdf_file/0032/683681/rress-cl-prockits.pdf

6.2 Emergency Pack Overview

- 6.2.1 The ERP should be configured with clearly labelled smaller packs configured as follows:



Pack	Description
A - BLUE	Airway
B - YELLOW	Breathing
C - RED	Intravenous Circulation
D - GREEN	Drugs
E - GREEN	Extras: Clinician Diagnostic Eye Instruments

- 6.2.2 It is the responsibility of Hospital and Health Services to determine quality and safety auditing, procedures and / or policies should ERP contents be added and / or pack items are split from the main pack e.g. a standardised Circulation Kit is taken to a retrieval versus equipping the ERP with an I/O access driver
- 6.2.3 The ERP may be split into two (or more) packs to meet Occupational Health and Safety (OHS) weight, size or handling concerns as determined by the Hospital and Health Services Quality, Safety and Risk Unit
- 6.2.4 To ensure any authorised splitting of the ERP is consistent with OHS requirements facility managers (e.g. Director of Nursing) should report all local ERP inconsistencies in accordance with agreed Hospital and Health Service ERP standardisation processes
- 6.2.5 It is the responsibility of Hospital and Health Services to stock ERP items e.g. disposable items versus items requiring sterilisation, in accordance with approved budgets
- 6.2.6 The ERP should be restocked immediately after each use as per the Rural and Remote Emergency Services Standardisation Guideline – Appendix 1 ERP contents utilising the [ERP Checklist](#)
- 6.2.7 The ERP should be easily accessible to all staff in a designated emergency area while ensuring that all S8 Controlled and Designated Restricted Schedule 4 Drugs are managed in accordance with the *Health (Drugs and Poisons) Regulation 1996*.

NOTE: All contents contained within the ERP are supported by evidence based best practice. Minor local supplementation of the ERP contents and layout list is acceptable but no items should be removed.

6.3 Quality Assurance and Maintenance

- 6.3.1 The ERP should be restocked immediately after each use as per the Rural and Remote Emergency Services Standardisation Guideline – Appendix 1 ERP contents.
- 6.3.2 ERP Checking Requirements
- (a) The facility manager should assign responsibility to a relevant registered nurse in each facility for checking, maintenance and stocking of all ERP equipment and drugs (refer to [ERP Checklist](#))

- (b) The relevant clinician assigned responsibility should check the ERP at least weekly.
- (c) Checking of the ERP contents any less frequently than weekly should be accompanied by a documented risk management strategy.
- (d) The use of security tags to seal pack section contents is a facility decision and should be monitored for compliance, maintenance and expiry.
- (e) The signature of the person conducting the checking verifies items are present, charged (if applicable) functional and are within product expiry dates.

6.3.3 Emergency Response Pack audit requirements

- (a) The facility manager should conduct a monthly audit to document that the checking of packs has been carried out as per schedule and that the standardisation of pack contents has been maintained and address / report anomalies with their line manager
- (b) The ERP contents must be consistent with the Emergency Response Pack Checklist. Refer to:
https://www.health.qld.gov.au/_data/assets/pdf_file/0035/696734/RRESSG-ERP-Checklist27022018.pdf

6.3.4 The Hospital and Health Service Quality, Safety and Risk Unit should regularly audit to ascertain:

- (a) ERP contents are, in fact, checked at least weekly or as per local schedule to check ERP standardisation is maintained across all relevant facilities

6.3.5 Facility managers plan for on-going staff upskilling in partnership with the relevant facility so they are appropriately trained and competent to order, store and operate all equipment contained within the ERP safely.

6.3.6 Facility managers must ensure that for emergency drugs kept in an emergency room that:

- (a) The emergency room is secure from any public access;
OR
- (b) Signage is in place to indicate restricted public access to the area;
AND
- (c) All staff actively monitor the approved restriction.

NOTE: Audits may be conducted by Hospital and Health Service Quality, Safety and Risk Units at any time and findings reported to relevant committees within the organisation.

7. Definition of Terms

Definitions of key terms are provided below

Term	Definition/Explanation/Details	Source
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Emergency Response Pack	An ERP provides a comprehensive collection of items needed to manage an emergency away from a health facility	Department of Health and Families, Northern Territory Government. <i>Remote Health Atlas</i> : https://health.nt.gov.au/professionals/remote-health-atlas/contents
Facility Manager	Director of Nursing or Health Centre Manager	N.A.

8. References and Suggested Reading

- *Health (Drugs and Poisons) Regulation 1996* Section 211 page 202. Available from: <https://www.legislation.qld.gov.au/view/html/inforce/current/sl-1996-0414>

9. Consultation

- The development of the ERP was tasked to the Rural and Remote Clinical Support Unit to develop a Rural and Remote Emergency Services Standardisation Guideline as the result of a death that occurred at a mass gathering event in a Cape York community.
- This initial guideline was developed by a Reference Group with broad experience in rural and remote environments, retrieval medicine and supporting rural networks consisting of representatives from the following:
 - Australian College of Rural and Remote Medicine (ACRRM)
 - Australasian College for Emergency Medicine (ACEM)
 - Telehealth Emergency Management Support Unit (TEMSU)
 - Nurse Practitioners
 - 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 (QAS)
 - Senior Clinicians Emergency Care Institute New South Wales (ECINSW)
 - Directors of Pharmacy Services Advisory Committee Queensland Health
 - Royal Flying Doctor Service (RFDS)

10. Guideline Revision and Approval History

Version No.	Modified by	Amendments authorised by	Approved by
0.1 draft	Sean Booth and Peter McCormack	RRESS Reference Group	RRESS Reference Group
0.2 draft	Sean Booth and	RRESS Reference Group	RRESS Reference Group



Version No.	Modified by	Amendments authorised by	Approved by
	Narelle Stokes		
0.3 draft	Sean Booth and Narelle Stokes	RRESS Reference Group	RRESS Reference Group
0.4 draft	Sean Booth	RRESS Reference Group	RRESS Reference Group
0.5 draft	Sean Booth	RRESS Reference Group	RRESS Reference Group
0.6 draft	Sean Booth and Simon Costello	RRESS Reference Group	RRESS Reference Group
0.7 final draft	Simon Costello	RRESS Reference Group	RRESS Reference Group
0.8 final draft	Simon Costello	Formatting and grammatical amendments	A/Executive Director Rural Remote Clinical Support Unit

11. Appendices

Appendix 1: Rural and Remote Emergency Services Standardisation Guideline – Emergency Response Pack Contents

BLUE POCKET – AIRWAY (Kit 1)
Soft neck collar large x 1
Soft neck collar medium x 1
Soft neck collar small x 1
BVM (Bag Valve Mask) x size 1 Adult
BVM (Bag Valve Mask) x size 1 Paediatric
BVM (Bag Valve Mask) x size 1 Neonate
Positive End Expiratory Pressure (PEEP) valve x 1
Guedal airway 1 x size 000
Guedal airway 1 x size 00
Guedal airway 1 x size 0
Guedal airway 1 x size 1
Guedal airway 1 x size 2



Guedal airway 1 x size 3
Guedal airway 1 x size 4
Guedal airway 1 x size 5
Nasopharyngeal airway 1 x size 6
Nasopharyngeal airway 1 x size 8
Nasopharyngeal airway 1 x neonate
LMA 1 x size 1
LMA 1 x size 2
LMA 1 x size 3
LMA 1 x size 4
LMA 1 x size 5
lubricating gel sachet x 2
Trachy tape
BLUE POCKET – AIRWAY (Kit 1) continued
Magills forceps 1 x adult
Magills forceps 1 x child
20mL Luer Lock Syringe x 1
10mL Luer Lock Syringe x 1

YELLOW POCKET – BREATHING (Kit 1)
Oxygen mask NRB 1 x adult
Oxygen mask NRB 1 x paed
Adult neb mask with chamber & O2 tube x 1
Paed neb mask with chamber & O2 tube x 1
Size C Medical Oxygen cylinder x 1 and O2 Regulator
Suction unit x 1 (Attached to O2 cylinder OR Q-VAC hand system)
Yankauer Sucker x 1 Adult
Yankauer Sucker x 1 Paed

Suction Catheter size 6 x 1
Suction Catheter size 10 x 1
Suction Catheter size 14 x 1
Suction tubing x 1
Extra long cannula 12G x 1
Curved scalpel blade x 1
Large clear dressing x 1

RED POCKET- INTRAVENOUS (Kit 2)

Skin prep swabs x 10

Tourniquet x 2

Cannula size 14 x 2

Cannula size 16 x 2

Cannula size 18 x 2

RED POCKET- INTRAVENOUS (Kit 2) continued

Cannula size 20 x 2

Cannula size 22 x 2

Cannula size 24 x 2

Bungs x 4

Paed extension sets x 2 (5-10 cm)

IV dressing x 4

Syringe 1mL x 3

Syringe 3mL x 3

Syringe 5mL x 3

Syringe 10mL x 3

Syringe 20mL x 3

Rapid infusion hand pump giving set x 1

NaCl 0.9% 10mL x 4



Armboard adult x 1
Armboard infant x 1
Bluey x 4
Cohesive Bandage 5cm x 1
Gauze Squares 5cm x 5cm x 2 pkts
Adhesive tape 2.5cm x 1
Sharp needle 21G x 2
Sharp needle 23G x 2
Drawing up needle 18G x 1
I/O access kit x 1
NaCl 0.9% 500mL bags x 2

RED POCKET – CIRCULATION (Kit 2)

Combines 20cm x size 10cm x size 4

Combines 10cm x size 10cm x size 6

RED POCKET – CIRCULATION (Kit 2) continued

Bandage size 7.5cm x 3

Bandage size 10cm x 3

Bandage size 15cm x 3

Bandage high compression x 3 (*For snakebites*)

Bandage triangular x 1

Rapid application arterial tourniquet x 1

Plastic cling film

Sharps container small x 1

Clinical Waste Bag x 1

GREEN POCKET – DRUGS (Kit 2)

Fentanyl 100micrograms/2mL x 2



Morphine 10mg/2mL x 2
Ketamine 200mg powder x 1
Adrenaline (Epinephrine) 1mg/mL ampoule x 5
Adrenaline (Epinephrine) 1:10000 ampoule x 1
Atropine 1.2mgs /mL ampoule x size 1
Glucose Gel 15gm Tube x 2
Glucagon 1mg vial x 1
Midazolam 5mg/1mL x 2
GREEN POCKET – DRUGS (Kit 2) continued
Naloxone 400micrograms/1mL x 2
Salbutamol 5mgs / 2.5mL nebule x 5
Salbutamol 500micrograms / mL x 5
Salbutamol MDI x 1
Aspirin (chewable) 300mgs Tablets x 1 card
NaCl 0.9% for Inj 10mL x 5
Ondansetron 4mg wafers x 4
Glyceryl trinitrate tablets 600micrograms x 1 bottle
Intranasal Mucosal Atomisation Device (MAD) x 1
Amiodarone 150mg/3 mL vial x 2
Glucose 100mL bag x 1
Metoclopramide 10 mg/2 mL x 1
Methoxyflurane (penthrox) 3 mL x 2 bottles
Inhaler (green whistle for above) x 2

GREEN POCKET – EXTRAS – CLINICIAN (Kit 2)

Scissors – plain x 1
Pen and notepad x 1
PPE goggles x 1



PPE gloves x 2
Antiseptic hand rub cleanser x 1
Unisex High Vis Vest (with pockets) x 2
Head lamps x 2

GREEN POCKET – EXTRAS – DIAGNOSTIC (Kit 2)

Glucometer pack (fully stocked) x 1
Blood Glucose Machine x 1
Tongue depressors x 4
Neurological torch x 1
Pulse oximeter x 1 (fully charged and attached to a lanyard)
Thermometer x 1
Sphygmomanometer manual x 1 (with a range of cuffs)
Stethoscope x 1

GREEN POCKET – EXTRAS – EYE (Kit 2)

NaCl 0.9% 20mL x 8
Eye irrigation kit x 1

GREEN POCKET – EXTRAS – EYE (Kit 2) continued

Oxybuprocaine x 2 vials
Eyepads x 8
Micropore x 1 roll
Morgan Lens x 1

GREEN POCKET – EXTRAS – INSTRUMENTS (Kit 2)

Scissors (trauma) sterilised x 1
Forceps (artery) sterilised x 2
Trauma shears x 1



Suture pack x 1
Space blankets x 2
Spacer – adult x 1
Spacer – child x 1
Emesis bag x 1

