 <p><b>PRIMARY HEALTH CARE OPERATIONAL GUIDELINES</b></p>	<b>Operational Guideline:</b> Emergency Cart - Equipment, Supplies & Medication	<b>Guideline Number</b> PCOG #8
	<b>Approved By:</b> Primary Care Service Area Leadership	<b>Pages:</b> 3 of 3
	<b>Approval Date:</b> June 3, 2022	<b>Supersedes:</b> September 8, 2017

### 1. **INTENT:**

To ensure Primary Care providers and staff have access to required equipment, supplies, and medication in order to provide an emergency response to any common emergency encountered in a Primary Care Clinic setting according to the established Emergency Management [Primary Care Practice Guidelines](#)


### 2. **DEFINITIONS:**

**Emergency Cart:** Centrally located cart which contains and includes required emergency supplies, equipment and medication in accordance with the WRHA Emergency Practice Guidelines


**Quick Reference & Treatment Guidelines:** A quick reference summary of the Emergency Management response required and Treatment Guideline for providers to use to document care and transfer patients to Emergency Medical Services (EMS) and/or designated Hospital Emergency Department per [PCOG#18 - Transfer of Patients to Emergency Departments/Urgent Care or Crisis Response Services](#). Quick Reference & Treatment Guidelines are contained within the Emergency Management [Primary Care Practice Guidelines](#).

### 3. **GUIDELINES:**

- 3.1. The Primary Care Team will identify common emergencies which they encounter based on client population and practice setting. Emergency responses may include but are not limited to hypoglycemia, anaphylaxis, asthma, chest pain, seizures and overdose.
- 3.2. *APPENDIX A - Emergency Supply List by Response* identifies recommended equipment, supplies and medication required for various emergency responses.
- 3.3. An Emergency Cart which contains and includes emergency supplies, equipment and medication in accordance with the WRHA Emergency Practice Guidelines will be compiled and maintained on-site. *APPENDIX B - Emergency Cart Checklist* serves as a tool for re-stocking and verifying the cart has been inspected.
- 3.4. During an emergency event, an authorized prescriber will determine if Emergency Cart medication should be administered. When it is necessary to order/reorder medication through Pharmacy, it will be the responsibility of the Site Medical Lead or designate(s) to sign the Pharmacy Order. Once Pharmacy Order is received, the storage and control of medication should be followed per [PCOG#14 - Medication Storage, Restocking, Disposal and Return](#).
- 3.5. The Emergency Cart will be checked every month and/or immediately following an emergency response. Equipment will be inspected and checked to ensure it is in working order on a monthly basis. After every Emergency Cart Checklist review, the checklist shall be dated, signed and maintained within the clinic for a period of 6 months after which time it can be disposed of via confidential shredding.

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- 3.6. In addition to the emergency equipment, supplies, and medication, required documentation on the Emergency Cart will include:
- Paper copy of all applicable Emergency Management Primary Care Practice Guidelines
  - Paper copy of all Quick Reference & Treatment Guidelines
  - Folder which includes the Emergency Cart Checklist
- 3.7. A mock emergency using the Emergency Cart shall be used as an educational strategy in which hypothetical emergencies are presented to the Primary Care Team and each member of the team enacts their role. A debrief follows to allow staff to identify strengths and areas of improvement. Per [PCOG#6 - Emergency Response Training in Primary Care](#), mock emergency training should be coordinated quarterly.
- 3.8. To ensure patient safety, during open hours the Emergency Cart shall be located in a secure location not accessible by the general public but easily retrievable by clinical staff when required. The Emergency Cart must be in a locked location after hours.
- 3.9. While not located on an Emergency Cart, every Primary Care Team should have access to a defibrillator for use in the event of cardiac arrest. Per [PCPG#11 - Use of Automated External Defibrillator for Sudden Cardiac Arrest \(Adults\)](#), every Primary Care Team member should be aware of its location and educated on its use.
- 3.10. All emergency equipment will be cleaned and disinfected in accordance with the [Community Infection Prevention and Control Manual](#) on equipment cleaning
- 3.11. Any outdated or non-functioning equipment will be removed from the cart and replaced as soon as possible
- 3.12. Any new equipment, supplies or medication added to the Emergency Cart shall also be added to the Emergency Cart Checklist
- 3.13. As new Practice Guidelines are developed, the Emergency Cart Checklist shall be updated accordingly
4. **REFERENCES:**
- Consultation with Primary Care Service Area Leadership, Community Area Directors, Primary Care Team Managers and Regional Primary Health Care Quality Team
5. **APPENDICES:**
- APPENDIX A - Emergency Supply List by Response
  - APPENDIX B - Emergency Cart Checklist

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**SCOPE:** Applicable to all WRHA Primary Care Direct Operation Clinics (including Walk-In Connected Care Clinics located at Access Winnipeg West, Access Fort Garry and McGregor).

Any WRHA Primary Care Direct Operation Clinic located within a Hospital setting may be exempt from this guideline where current process is to call a Hospital code.

**NOTE:** While the Funded Community Health Agencies are out of scope of Primary Care Operating Guidelines, it is recommended the content and/or processes be adapted/adopted where applicable.

***\*Questions regarding this or any other Primary Care Operating guideline should be directed to Primary Care Service Area Leadership***