

**CLPG14A Appendix 10**

**RESUSCITATION BAG / TROLLEY DAILY CHECKLIST FOR MENTAL HEALTH & LEARNING DISABILITY SERVICES**

**Daily checks**

The defibrillator must be checked daily to ensure that the machine is rescue -ready, i.e. that the battery is charged and pads are attached, where appropriate. The oxygen cylinder gauge is visible through the resuscitation bag clear panel and should be inspected daily to ensure an adequate supply, i.e. ¾ full.

The numbered tag must also be inspected on a daily basis to ensure that it is the correct serial number and that it has not been broken. Equipment should be replaced one month in advance of its expiry date, (recorded on the checklist – items that have).

Based at			
Trolley/Bag number		Month/Year	

★ **Signature is required to show that all equipment is present AND IN FULL WORKING ORDER.**

Date Checked	Time	Security Tag intact	Defibrillator Correctly assembled and functioning	Oxygen Cylinder ¾ full	Electric Suction Machine Correctly assembled and functioning	Action taken if all equipment NOT present – if incident form completed please state Datix number	Tag number
		Signature & Designation	Signature & Designation	Signature & Designation	Signature & Designation		
1st							
2nd							
3rd							
4th							
5th							
6th							
7th							
8th							
9th							
10th							
11th							
12th							
13th							

SAMPLE - DO NOT USE

14th							
<i>Date Checked</i>	<i>Time</i>	<i>Security Tag intact</i>	<i>Defibrillator Correctly assembled and functioning</i>	<i>Oxygen Cylinder ¾ full</i>	<i>Electric Suction Machine Correctly assembled and functioning</i>	<i>Action taken if all equipment NOT present – if incident form completed please state Datix number</i>	<i>Tag number</i>
		<i>Signature &amp; Designation</i>	<i>Signature &amp; Designation</i>	<i>Signature &amp; Designation</i>	<i>Signature &amp; Designation</i>		
15th							
16th							
17th							
18th							
19th							
20th							
21st							
22nd							
23rd							
24th							
25th							
26th							
27th							
28th							
29th							
30th							
31st							

SAMPLE - DO NOT USE