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**Document details**

Title	<b>BG03 - Equipment Policy and Minimum Equipment</b>
Scope	This policy sets out the minimum equipment that responders should carry and provides a framework for ensuring equipment and consumable items are in date and in good condition. Outline process for approval of new Equipment
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Approval	Clinical and Quality Group
Amendments	

**Key Facts**

1. Mandatory Minimum Equipment list
2. All equipment must be checked every 2 months
3. Any additional electromedical equipment purchased by schemes must be approved by SWASFT, added to the SWASFT asset register and serviced in accordance with manufacturer recommendations

**Introduction**

**[MASTER MINIMUM EQUIPMENT LIST LINK](#)**

**Individual responders are responsible for ensuring that their personal equipment is complete, in good condition and in date. BASICS South West is responsible for providing assurance to SWASFT that an adequate process is in place to achieve this.**

The minimum list of equipment and drugs has been carefully chosen to cover likely requirements for BASICS responders operating in the SWASFT area whilst keeping to practical size and weight proportions. BASICS South West has an agreed, standard, minimum equipment list, which all active medical responders in BASICS South West schemes are expected to carry when responding.

It is vital that equipment and drugs used are fit for use, including being within appropriate use-by dates. The use of out-of-date equipment can result in equipment failure or loss of sterility. Out-of-date drugs may be ineffective. Manufacturers will accept no responsibility for equipment failure if equipment is not stored and maintained appropriately or is out-of-date.





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## Storage

Equipment should be kept in appropriate storage bags designed for the purpose. During particularly hot or cold weather conditions it is recommended that equipment is not left in the responder's car for long periods. For guidance, drug expiry dates are based on storage at 25°C although they are tested to ensure that they are stable for "short" periods at up to 40°C.

Where practicable, consumable equipment should be kept in its original sealed packaging, (which will be labelled with expiry dates where applicable). In some cases it may be important for equipment to be immediately available and storage in the original packaging may result in delays in use. Where this is the case, and if clinical consideration dictates that the equipment does not need to be maintained in a sterile state, equipment may be kept unpackaged, as long as it is stored in such a way to keep it appropriately clean. If perishable equipment is removed from its packaging, a record should be kept of its Lot/Batch number and expiry date so that it can be replaced when required.

## Equipment Replacement

Consumable equipment that is routinely stocked by South Western Ambulance Service may be replaced from Trust vehicles or Ambulance Stations.

**Equipment not stocked by ambulance stations (highlighted in yellow) may be replaced by contacting the SWASFT responder department ([responders@swast.nhs.uk](mailto:responders@swast.nhs.uk)), using order form.**

## Equipment Checking:

SWASFT require responders and officers to complete a monthly equipment check. Following discussion with BASICS SW and completion of a risk assessment the following process has been agreed specifically for BASICS responders:

### **Equipment will be checked in two ways:**

1. **After use:** After use at any incident, kit should be carefully checked by the responder to ensure all is present, clean and correct. Any used consumable or damaged/used equipment must be replaced.
2. **Regular Scheduled Equipment Check:** All BASICS South West responders are expected to undertake a full equipment check (and declaration to that effect) every two months. Equipment should be checked for completeness, condition, serviceability and expiry date. At this check arrangements should be made to replace (as above) any



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equipment or drugs that will expire before the next bimonthly check is due. BASICS South West responders should also undertake a 'working' equipment check of key items (principally AED, Oxygen, monitoring equipment) on a more frequent basis, although a declaration is not required.

**Each scheme should have a nominated equipment officer who is responsible for ensuring that all scheme members maintain full functioning equipment and are compliant with this process.**

Equipment checks will be managed through the BASICS South West electronic dashboard. It is the responsibility of the scheme equipment lead to ensure that all responder's are in date with equipment checks.

### **BASICS SOUTH WEST DASHBAORD**

**If not completed within 28 days of the due date the BASICS Responder will be suspended from responding pending completion.**

Any member not compliant with regular equipment check should not respond until they can confirm that they have completed the required check.

### **Scheme Purchase of Additional Equipment.**

**Any Equipment outside the attached list or not available from a SWASFT ambulance station requires approval for use by SWASFT and BSW committee.**

All electro medical equipment must have prior approval by the **SWASFT**. New equipment will require a submission for approval. Schemes should bring any proposals to the BASICS South West Committee meeting via their scheme representative.

All electro medical equipment **must** be added to the SWASFT assets register, this enables service dates to be tracked and will ensure that equipment is maintained and serviced thus ensuring it is fit for purpose. More importantly SWASFT will take on liability for the device.

**Items held by schemes should be added to the [MASTER MINIMUM EQUIPMENT LIST LINK](#) – under the scheme tab.**

## Adding additional Equipment - Flow Diagram

