


## PHARMACY PROCEDURE

**CATEGORY:** System-Level Clinical  
**ISSUE DATE:** September 23, 2010  
**SUBJECT:** **CRASH CART MEDICATION  
EXCHANGE TRAY**

**REVISION DATE:** December 2017

**Page 1 of 1**

<b>Document Owner:</b> Administrative Director, Pharmacy	<b>Name:</b> Miriam McDonald
<b>Update Schedule:</b> Every three years, or sooner if required.	
<b>Stakeholder Consultation and Review:</b> Medication Administration Improvement Team	<b>Date:</b> December 2017
<b>Approval:</b> Dr. David Boyle Chair, Pharmacy & Therapeutics Committee 	<b>Date:</b> January 2018

### PURPOSE

To ensure the timely replenishment of the crash cart medication tray.

### PROCEDURE

#### Method

1. After using medications from the crash cart, clinical unit staff will notify Pharmacy that a medication replenishment exchange tray is required.
2. Pharmacy will call a STAT porter pick-up of the new exchange tray. The tray will be sealed in a plastic bag with the delivery location indicated.
3. The porter will deliver the tray to the clinical unit.
4. Clinical unit staff will receive the new tray and return the used tray with the porter. **Note:** The exchange must be done in a timely fashion so that the porter is not waiting. If the used tray cannot be returned to the porter immediately, the porter will be recalled to pick up the tray.
5. The porter will return the used tray to Pharmacy.