

Downtime Kit Contents Checklist

This is the baseline/ minimal requirements for each downtime kit. Units can add to this in accordance with their own clinical requirements.

Clinical forms and resources	
Quantity	Item
24 hr stock	Patient ID wristbands : red and blue coloured
1 (per bed)	Key clinical forms: <ul style="list-style-type: none"> • 1 Sign- "Refer to paper forms" • 1 x National Inpatient Medication Form (NIMC) • 1 x Intravenous & Subcutaneous Fluid Order Form • 2 x Patient Observation Forms (Colour coded mandatory notification forms) • 2 x Acute Observation Forms • 2 x Progress Notes
1 (packet)	Patient Observation Forms (Colour coded mandatory notification forms)
1 (packet)	Acute Observation forms
1 (packet)	Progress Notes
2 (packets)	Pathology order forms
2 (packets)	Radiology order forms
1 (packets)	Pre-operative Theatre Checklist
2 (packets)	National Inpatient Medication Form (NIMC)
2 (packets)	Intravenous & Subcutaneous Fluid Order Form
1 (packet)	Insulin Subcutaneous Order and Blood Glucose Record
1 (packet)	Heparin Intravenous Infusion Order and Administration
1 (packet)	Insulin Intravenous Infusion Order and Blood Glucose Record Adult
1 (packet)	Fresh Blood and Component Transfusion Prescription and Administration Record
Additional resources	
2	Reams of Paper (500 sheets)
2	Pens (Box)
1 roll	Allergy Stickers

Reference Guides	
1	Action card Unit Downtime Coordinator
1 (of each)	Quick Reference Guides: Access and printing, Post downtime recovery – medication orders and medication administration
1	Medication Management cheat sheet