

	DOCUMENT NAME	DOCUMENT NUMBER
	EMERGENCY MEDICAL SUPPLIES & EQUIPMENT CHECKLIST	

VERSION	1	
COMPILED BY		DATE 07/2025
AUTHORIZED BY		
NEXT REVISION DATE		07/2027

Assessment Type: Observation

Location: _____

Date: _____

Checked by: _____

Item	Required Quantity	Available (✓/X)	Comments
1. Gloves (Sterile & Non-sterile)	Multiple pairs		
2. Syringes (2ml, 5ml, 10ml, or 20ml – min. 2)	At least 2		
3. Needles (3 different sizes – adult & paediatric)	At least 3		
4. Alcohol swabs	Multiple		
5. Plaster to secure IV cannula	Several strips/roll		
6. Resuscitation protocol / algorithm chart (e.g., AHA or ERC)	1 (printed/laminated)		
7. AED (Automated External Defibrillator) or Defibrillator with:			
• Pads (Adult & Paediatric)			
• Paddles (if using manual)			
• Electrodes	1 full set		

Additional Tips:

- **Resuscitation protocol/chart** should be clearly visible and easy to access during emergencies.
- **AED** should be checked for power supply and battery readiness (usually includes self-check indicator lights).
- All **supplies** should be **within expiry dates** and replenished after each use or inspection.
- Include **staff sign-off logs** to track monthly checks and responsible persons.