

## Daily Fundamentals safety checklist – for all ward areas and departments

Nurse in charge completes Fundamental FIVE daily

WARD/DEPARTMENT:	DATE:						
Fundamental Five checklist	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>1) LEADERSHIP CHECKS</b>  Nurse in charge handover of red badge and controlled drugs keys including handover of ward.							
<b>2) FRIDGE TEMPERATURES</b>  Drug fridge locked, content and temperature checked.							
<b>3) ENVIRONMENT</b>  All equipment is safe to use Fire exits are clear							
<b>4) VITAL EQUIPMENT</b>  Crash trolley checked as per protocol.							
<b>5) CONTROLLED DRUGS</b>  Controlled drugs checked, including checking the documentation within CD book as per medicine's code.							