

## Appendix G: Stop the Bleed Monthly Check Log Form

**Instructions:** This form must be completed monthly to ensure that the Stop the Bleed kit is ready for use. Upon completion, keep the monthly log with the unit and contact the EH&S Stop the Bleed Program Coordinator for any issues found at [ehsocchealth@ucr.edu](mailto:ehsocchealth@ucr.edu).

Checking the Stop the Bleed Unit	<input type="checkbox"/> Stop the Bleed Department Designee <input type="checkbox"/> EH&S Stop the Bleed Coordinator
Name	
Email	
Phone	
How many Stop the Bleed Kits are present in your unit:	
Any issues found	

EH&S AED Program Coordinator or the Department Designee is responsible for completing monthly checks for AEDs unless an exception is made.

The inspection includes verifying:

**Bleeding Control Kit-Standard Includes:**

- One C-A-T Tourniquet,
- One 6-inch Emergency Trauma dressing,
- Two packs of compressed wound-packing gauze,
- Trauma shears,
- Two pairs of Nitrile responder gloves,
- Survival Blanket,
- Permanent marker,
- Instruction card arranged in red rip-stop nylon rapidly deployable zippered pack.

Any Items to purchase: \_\_\_\_\_

Additional observations: \_\_\_\_\_

Time: \_\_\_\_\_ AM PM Check: Good Bad Other: \_\_\_\_\_

Print Name of Checker: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Checker: \_\_\_\_\_

## Inspection Checklist for Stop the Bleed Units:

### External Condition of the Kit:

- Ensure the kit is intact with no visible damage to the case or packaging.
- Check that the kit is stored in an easily accessible location, clearly marked, and free from obstructions.
  - Contents of the Kit:** Verify that all items are present and in good condition. Replace any missing, expired, or damaged items. The typical contents include:
  - Tourniquets:** Ensure there are sufficient tourniquets and they are in good working condition.
  - Hemostatic Dressings:** Check for expiration dates and replace if expired.
  - Compression Bandages:** Inspect for any damage or signs of wear.
  - Gauze Rolls and Pads:** Confirm availability and check for expiration.
  - Trauma Shears:** Ensure they are present and functional.
  - Gloves:** Verify there are multiple pairs of non-latex gloves.
  - Marker:** Ensure there is a functioning marker to note the time of tourniquet application.
  - Instructional Guide:** Confirm the presence of a Stop the Bleed instructional guide or quick reference card.
  - Emergency Blanket:** Check for tears or damage and replace if necessary.

### Expiration Dates:

- Review all expired items, such as hemostatic dressings and gauze, and replace any that are expired.

### Functionality Check:

- Test the functionality of reusable items like trauma shears and ensure tourniquets can be properly tightened.
  - Keep a log of inspections, noting the date, inspector's name, and any actions taken (e.g., items replaced).
  - Ensure the log is easily accessible and up to date.
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