

Church Emergency

Medical Response Plan

PURPOSE

The purpose of the Medical Response Team is to provide rapid on site emergency medical intervention at “Your Church” and select off site activities.

SCOPE

The Medical Response Team will be staffed by certified practicing medical professionals including Medical Doctors, Physician Assistants, Nurse Practitioners, Nurses, and Emergency Medical Technicians. On duty team members will be alerted by an electronic communications device and provide immediate response to illness or injury on church property. The team may also deploy to off site church activities to provide emergency medical care. Medical care provided is designed to stabilize the patient until the arrival of local Emergency Medical Services (EMS).

LIABILITY

Providers are covered under the Good Samaritan Act. In addition, team members are covered by the church’s insurance ?

If the patient(s) became sick after eating food at church or at a church event, an Medical Incident Report should be completed for each patient.

STAFFING

Two medical team members will be scheduled for each service. One will be identified as the lead medical provider. Team members should arrive at least 15 minutes prior to the start of their service and stay 15 minutes after the service. They are encouraged to attend the worship service but should sit in a seat that will not be disruptive if their services are requested. Team members should not be serving in another ministry while scheduled for the medical team.

At the beginning of their shift, the scheduled on duty medical team members should check their equipment, retrieve and check their electronic alert/communication devices, and perform a radio check. Each team member should retrieve a pair of medical gloves and possess them during their shift. Medical gloves should be worn during patient assessment and treatment.

These individuals must ensure that their radio is worn in such a way that they will receive emergency messages. All team members must be equipped with a cellular phone for calling 911. The phone should be kept in vibrate mode. Team members should store each others phone numbers as a back up and secure communications system.

If a team member is unable to serve on their scheduled date, they should contact the Team Leader ASAP so a replacement may be scheduled. Off duty team members should sign in if they are available to cover last minute cancellations or to assist with multi patient incidents.

PROGRAM MANAGEMENT

The team will be managed by a Team Leader who will be responsible for scheduling on duty medical providers, recommending equipment purchases, quality assurance, periodic program review, training, and inventory control. The Team Leader will provide a monthly report to the church management team. This report must contain a summary of the medical unit responses, training, and quality assurance information.

Additionally, the team will have physician oversight provided by Dr. ????? He will review all internal team documents, equipment, training programs, and quality assurance.

EQUIPMENT

The medical response team's equipment will include a first aid bag, AED, wheel chair, and stretcher. The equipment will be stored in the specified storage room on the second floor. The Medical Response Team Leader or designee will inventory the equipment every Sunday, prior to the beginning of the first service.

COMPETENCIES

All team members must demonstrate competency in the following:

- Patient assessment
- Bleeding and bandaging techniques
- Cervical spine stabilization
- Radio communication procedures
- Patient movement techniques
- Facility layout
- CPR & AED

911 Notification
Airway management
Completion of team forms
Equipment inventory & function checks
Familiarity with common self administered medications
Equipment retrieval & deployment

TRAINING

The Team Leader will schedule the date and topic of quarterly training. Team members will be required to attend at least two quarterly training events each year to remain in active status.

Team members must provide copies of their medical certifications to the Team Leader.

PROGRAM EVALUATION

The Medical Response Team will participate in scenarios designed to train team members and evaluate the response plan. These scenarios will include drills, table top, functional and full scale exercises designed to strengthen the response plan.

RESPONSE PROCEDURE

The medical response team may be summoned by contacting the Security Team, Ushers and Greeters.

When summoned for an on site emergency, team members will communicate via channel 1 with the Director of Operations or his designee to determine the location and type of emergency. If the emergency is of a serious nature, 911 should be called immediately by the lead medical provider while traveling to the patient.

The church address is: _____

One Team Member should respond to the patient's location while the second team member retrieves the medical kit and AED from its storage location and proceeds to the patient's location. Team members may communicate via radio as needed. Both team members will determine if it is safe to move the patient. If the possibility of fractures or spinal injury exists, the patient should not be moved unless the airway is compromised or to provide CPR. If it is safe to move the patient, the atmosphere should be evaluated for patient privacy. The wheel chair or stretcher can be utilized to move the patient to a more private location if

necessary. If needed, ask the Medical Team Leader or Head Usher to have one of his staff retrieve it.

The goal of the medical team is to stabilize the patient until local EMS arrives. Team members should not attempt to diagnose the patient. Medical procedures should only be performed to the level of training and certification of each individual provider. No medications will be administered by the team members. Team members may assist a patient in taking their own medication.

Simultaneous to the patient assessment, the first team member to reach the patient will determine if 911 (if not already called) should be called. It is the desire of Church of The Redeemer that any medical emergency that appears to require the attention of a Medical Doctor or hospital evaluation, should receive an evaluation by local EMS. When calling 911, identify the church name and address, patient's condition, location of the victim, the number you are calling from, and the appropriate building entrance.

Unless the patient's condition requires the assistance of both team members, one team member will assess and stabilize the patient while the second team member interviews the patient/bystanders and completes the emergency medical report. An incident report will also need to be completed by a medical team member or the Director of Operations. Non essential people should be politely asked to leave the area.

Upon the arrival of local EMS, the team will brief EMS personnel and offer assistance to their effort. The emergency medical report will be given to the local EMS providers.

If the patient is an adult, do not automatically alert the patient's family. This may be a breach of confidentiality. Ask the patient for permission to notify and summon family to the patient's location.

Patients who are mentally alert have the right to refuse medical care. If the injury is severe, call 911 for a professional medical evaluation. Local EMS may be able to encourage the patient to seek medical care and can have the patient sign a refusal form if the patient persists.

Disposable equipment that was utilized to care for the patient should be disposed of in the red trash bag. The used equipment should be documented on the equipment restock form so the equipment can be replaced. The incident report will be hand delivered to the Medical Team Leader.

MINISTRY COORDINATION

An emergency medical situation will require the coordination of multiple ministries and actions by many church servants.

Regardless of the patient's location the Medical Team Leader should be contacted to coordinate the incident.

Medical Team Leader/Head Usher- If the emergency occurs in the sanctuary the Head Usher will direct his staff to provide access to the patient. This may involve asking others to leave their seats to provide access. Ushers may need to provide crowd control and discourage onlookers. Security will also need to escort EMS personnel from their vehicles to the patient's location. Multiple emergency vehicles should be anticipated. The Head Usher should be prepared to have his staff retrieve the stretcher or wheel chair.

If the emergency occurs on the first floor/basement and involves a child, a children's ministry staff member will direct the medical team members to the patient. The children's ministry staff will display the child's number or on the sanctuary board or locate the child's guardian and bring them to the patient's location. If possible, a children's ministry staff member should remain with the patient throughout the incident until the patient is released to the child's guardian. Medical Team Leader will also remain with the child until released to the guardian.

If the emergency occurs on the first floor but does not involve a child, it will be managed similar to a second floor emergency. The Director of Security will provide staff for crowd control and other tasks.

If the emergency occurs in the parking lot, the police or parking lot attendants will contact the Medical Team Leader. The Medical Team Leader will direct the medical team to the patient's location. The parking attendants will provide access to the patients and discourage onlookers.

Traffic control- If 911 is called, security and parking lot staff will need to coordinate vehicular traffic flow and provide direction to incoming emergency vehicles. The Director of Security will advise the parking lot coordinator of the best building entrance for EMS to use. Parking lot staff should anticipate the arrival of multiple emergency vehicles.

SPECIAL EVENTS

In coordination with other ministries, Medical Response Team assistance may be requested for on site events such as children's events, funerals, weddings, or other events. The team may also be deployed to off site events.

When deploying to an off site event, the Team Leader will perform an assessment of the event. These will assist in determining staffing and equipment needs.

The Team Leader may also be tasked with assisting in the planning phase of church events. This assistance would be in the form of assessing the medical needs of large and small events.