

	<b>Texas Chiropractic College Policies and Procedures</b>	Author: Eddie Crabb Approved by: President's Cabinet	Reviewed: 11/06/07  Revised:
	Title: <b>EMERGENCY MEDICAL RESPONSE POLICY</b>		Page: 1 of 4
			Policy No. ESS.07

## 1.0 PURPOSE

- 1.1 To establish an action plan for responding to any medical emergency on TCC premises (serious illness or injury).

## 2.0 SCOPE

- 2.1 TCC campus community.

## 3.0 POLICY

- 3.1 Any employee that is expected to provide emergency care will be trained in CPR and First Aid. AED use will be provided by a TCC Designated Emergency Responder (Attending Clinician). This training will conform to the American Heart Association standards.
- 3.2 A list of names and phone numbers of trained CPR / First Aid / AED Designated Emergency Responders and employees trained in CPR / First Aid are listed in the Emergency Preparedness Plan, reviewed and updated annually, and will be made available to all employees online (Resource Drive) for easy access. All employees should print this list and keep it at their workstations.
- 3.3 The following medical emergency procedures will be followed.

## 4.0 RESPONSIBILITIES

- 4.1 Designated First Responders (all Attending Clinicians) and other trained employees will follow the procedures section below.
- 4.2 Department Heads are responsible for completing appropriate Human Resource forms.

## 5.0 PROCEDURES

- 5.1 Equipment:

- First Aid Kit
- AED (One Medtronic Lifepak 500 located in Moody Health Clinic)

### EMPLOYEE

- 5.2 **If ambulance is needed (the patient is unconscious, not breathing or is perceived to be having a life threatening event), CALL 911 IMMEDIATELY** (before TCC Designated Emergency Responder arrives). Provide 911 Operator with location of emergency, type of injury / emergency and any requested information. Follow any directions provided.

- 5.3 Call **DESIGNATED FIRST RESPONDERS** (all Attending Clinicians at Moody Health Center), X6042. Request “**IMMEDIATE EMERGENCY HELP, BRING AED**”. State patient’s condition, provide location of patient and the phone number being called from. First Responder will follow “indications for AED use” in AED section of this policy.
- 5.4 **STAY WITH THE PATIENT**, keep he / she still and comfortable, **DO NOT MOVE** the patient, ask what is wrong (if conscious), look for an Emergency Medical ID, continue to assist until help arrives.
- 5.5 If Designated First Responders are not available, render first aid (as trained) and / or:
  - 5.5.1 Ask another employee to call for a First Aid / CPR trained employee listed on last page of Emergency Preparedness Plan while you stay with the patient. Human Resource Director can also provide the name of a First Aid /CPR trained employee.
  - 5.5.2 If a bleeding wound, stop the bleeding with firm pressure (Warning: Avoid contact with blood or other bodily fluids).
  - 5.5.3 If choking, clear the air passages using the Heimlich Maneuver and Finger Sweep Technique.

**TCC DESIGNATED EMERGENCY RESPONDER**

- 5.6 Assess patient to determine type of emergency.
- 5.7 Provide first-aid treatment as is appropriate based on:
  - 5.7.1 Nature of the medical emergency;
  - 5.7.2 Responder’s level of training.
- 5.8. If patient is responsive and can ambulate without assistance, take to Moody Health Clinic’s onsite physician for assessment / observation. If requested by patient, assist with transportation to patient’s personal physician or nearest emergency center.

**DEPARTMENT HEADS**

- 5.10 Report incident on *Incident Report Form* and give to Human Resource Director.

**NOTE: A list of emergency names and phone numbers, responsible persons, and Incident Report Form are located in the Emergency Preparedness Plan.**

## **LIFEPAK 500 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

- NOTE:**
- If AED is not immediately available, perform CPR until AED arrives on the scene.
  - Use of the AED is authorized for emergency response personnel trained in CPR and use of the AED.

### **MEDICAL EMERGENCY RESPONDER**

- Assess scene for safety
- Determine unresponsiveness
- Activate system (Dial #)
- Open airway (A)
- Check for breathing (B). If not breathing, or if breathing is ineffective, give two slow breaths.
- Check for signs of circulation, such as pulse and coughing, or movement (C).
- If no signs of circulation, apply AED immediately
- TURN ON AED. Follow voice prompts. Do not touch the victim unless prompted to do so.
- Follow voice prompts to apply electrode pads. Shave chest hair (if it is so excessive it prevents a good seal between electrodes and skin). If the patient's chest is dirty or wet, wipe the chest clean and dry.
- Stand clear of patient while machine analyzes heart rhythm.

### **SHOCK ADVISED**

- Clear area, make sure no one is touching the victim. Push SHOCK button when instructed. Device will analyze and shock up to three times. After three shocks device will prompt to check pulse (or for breathing and movement) and if absent, start CPR. If pulse and / or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute. Device will countdown one minute of CPR and will analyze when CPR time is over.

### **NO SHOCK ADVISED**

- Device will prompt to check pulse (or for normal breathing and movement) and if absent, start CPR. If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute. If pulse or signs of circulation such as breathing and movement are present, check for normal breathing. If patient is not breathing normally, give rescue breaths at a rate of 12 per minute. AED will re-analyze after one minute.
- Continue cycles of analyses, shocks (if advised) and CPR until professional help arrives. Patient must be transported to hospital. Leave AED attached to patient until EMS arrives and disconnects AED.

### **AFTER USE**

- AED data will be downloaded within 24 hours (weekdays) with copies provided to: Moody Health Center Director and Dean of Clinics.
- AED Coordinator / designee will maintain AED. The AED will be wiped clean according to policy. Electrodes must be replaced and reconnected to device and contents of attached resuscitation kit must be replaced if used.

### **DOCUMENTATION FORM**

- A response documentation form should be completed for each use of the AED (included with policy).
- Documentation form should be reviewed by AED Coordinator and Moody Health Clinic Director.
- The rescue data should be reviewed for appropriate treatment.

## MHC AED Program: CPR / AED Event Report

Patient Information: Age: \_\_\_\_\_ Sex: Male or Female Staff or Visitor

Response Info: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Responder Name:

### RESPONDER POST-EVENT DOCUMENTATION

ACTION / TASK	WHO	COMMENTS
Witnessed or not-witnessed		
CPR initiated		
Called 911		
Retrieved the AED		
Applied / used the AED		Number of shocks:
Lead EMS to location		
Notified AED Coordinator		

### ADDITIONAL COMMENTS / CONCERNS

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### AED COORDINATOR POST-EVENT DOCUMENTATION

ACTION / TASK	DATE	COMMENTS
Restocked AED		
Area cleaned / disinfected		
Assist responders w / report		
Notify Bureau of EMS		
Post-incident analysis		
Post-incident debriefing		
Follow-up improvements complete		

### EVENT FOLLOW-UP NOTES

What went well:

  
  

Needed improvements:

  
  

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_