

## **Cable Road Alliance Church – Medical Emergency Plan**

In case of medical emergency:

Immediately dial 911 (from “landline” phone if possible) and give the following information:

- Name, location, and phone number
- Number of people involved
- Nature of injury or illness

An individual shall be designated to wait at the outside doors to direct responding EMS personnel. Another individual shall be designated to bring the AED to any medical emergency involving loss of consciousness.

Church members/attendees may be present who have been trained to handle medical emergencies. Trained individuals should immediately identify themselves as such to any personnel responding to the incident. Depending on their level of training, their responsibilities may include:

- Providing “first responder” service until EMS personnel arrive
- Conducting a primary assessment of the situation and reporting their findings to the responding EMS personnel
- Providing medical assistance and support until EMS personnel arrive
- Remaining “in charge” of a medical emergency situation until EMS help arrives

While waiting for professional help, **do not** move the ill or injured person. When professional help arrives, the responding EMS unit will be allowed to take control of the situation. The responding church members will stand by to assist the EMS personnel as needed. If the emergency involves a child, the parent/guardian should be notified as soon as possible.

Minor injuries may be treated from supplies contained in first aid kits. There are a total of three kits, located in the Family Life Center kitchen, the Fellowship Hall kitchen, and the usher’s closet (also includes glucose monitor). The church office staff is responsible for maintaining these kits. In addition to first aid supplies, the kits will contain blank incident reports and first aid kit supply usage forms. Ministry leaders shall report all injuries or illnesses to the appropriate ministry director. Ministry directors shall ensure that an incident report is completed and turned in to the church office for any medical incident that occurs on church property or during a church sponsored event. A supply usage form will be turned in whenever supplies are used from one of the first aid kits.

If assistance is rendered to a party and there is the possibility of contact with blood/bodily fluids, those rendering assistance are asked to wear appropriate protective equipment (gloves, artificial resp. mask, etc.) which is available in the emergency supply kits.

CPR/first Aid training is encouraged and recommended for all church leaders, especially those involved in pre-school, child, and youth activities.