

**Presbyterian Church of Bella Vista
Medical Emergency Plan**

2022-2023
v.09/21/22

Approved by Session on 09/10/2022

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PCBV Policies and Procedures Manual_Medical Emergencies**H-11.0** Medical Emergencies

H-11.1 Generally, medical treatment for persons becoming ill or injured while on the church premises should be limited to basic first aid, use of the automated defibrillator and/or calling for emergency medical aid.

H-11.2 Basic first aid kits or supplies are available at the Visitors' Desk and in the Office Workroom and Kitchen.

H-11.3 The Worship Committee has the responsibility for developing a list of congregational members with professional medical training (e.g., active or retired medical doctors, registered nurses, etc.) who are willing to assist in medical emergencies.

1. The number of persons on the list shall be determined by the Worship Committee.

2. The list shall be reviewed yearly and updated as needed and shall be available to the ushering staff during the worship service.

3. The Worship Committee shall maintain a list of those in the congregation who have received training on the use of the Automated External Defibrillator.

4. The list shall be reviewed annually and updated as needed and shall be available to the ushering staff during worship service.

H-11.4 The decision as to whether or not emergency medical aid should be called will generally be made by the person ill or members of their family accompanying them. If that person is unable to make the decision, is unaccompanied by a member of the family, and a trained medical person is not available, the persons onsite should call 911 to summon professional assistance to evaluate and effectively deal with the urgent situation.

(P&P H-11.3)

**PCBV Medical Emergency Response Team
2022-2023**

Members with Professional Medical Training:

Susan Foster

Myra McCune

Members with Current CPR/AED Training Certification
(Year certified):

Mack Bean (2022)

Betty Bennett (2021)

Paul Bennett (2021)

Gail Knudsen (2022)

Jean Nichols (2022)

Maura Owen (2022)

Important Information

Location of Automatic External Defibrillators (AEDs)

The AED equipment is stored in a white metal and glass case, mounted on the wall in two locations:

- in the Narthex next to the front entry doors, where the greeters stand
- in Fellowship Hall between the exit doors to the parking lot and the custodial closet next to the kitchen.

Location of First Aid Kits and Supplies

- Visitors' Desk (First Aid Kit)
- Kitchen (First Aid Kit, next to the phone)
- Workroom (supplies in a labeled cupboard by the door)

911 Tips

When calling 911 be prepared to give the following information:

1. Your name
2. The church street address: 1880 Forest Hills Blvd. Bella Vista
The church is across from The Cottages (Example)
3. Tell the dispatcher where to enter the building (someone should wait to direct EMTs)

Examples:

- a. "In the sanctuary. Enter at the Portico entrance" (under the steeple)
- b. "In Fellowship Hall. Enter at the covered entryway at the rear of the building."
- c. "In the office wing. Enter at the Office entry, closest to Forest Hills Blvd."

Member Information

The Medical Emergency Plan will be posted on the church website.

The list of the Medical Response Team members and emergency/non-emergency procedures will be kept in a clearly marked red folder on the shelf at the rear of the sanctuary (where the attendance count clip board and extra Bibles and hymnals are stored, in the office workroom, and kitchen.

Next-of-kin information is available in individual member's folders in the church office. 9/21/22

What to do if a medical emergency occurs during worship:

If you observe a serious medical emergency (Ex. someone is unconscious, not breathing, gasping for air, choking, or showing signs of a heart attack, or in cardiac-arrest):

1. Shout “HELP!” Members on the Medical Emergency list will quickly respond. At least one person should be on the professionally-trained list (an RN) if one is present in the sanctuary.
2. The response team will check the person for responsiveness, breathing, and heartbeat. If the person is unresponsive and not breathing, they will begin CPR.
3. Another response team member will send someone to call 911 and someone else to get the AED machine from the Narthex.
4. The Pastor will give instructions to the congregation to move to pews away from the ill person. Ushers and others may assist. One head usher will unlock the Narthex entry doors and wait for the EMTs to arrive.
5. The second head usher will retrieve the ill person’s next of kin information which will be included in the folder with the emergency instructions.
6. At least two medical response team members will continue CPR until the AED can be administered. The second team member should take over CPR when needed. Both members should alternate giving CPR compressions until the AED is ready to use. A third person should be ready to administer the AED.
7. Once the AED arrives, a response team member should turn it on and follow the prompts. Another team member may assist. Remove clothing covering the chest, place the pads according to the pictures on the pads. Plug in the pad connector cable into the AED. Follow the audio prompts.
8. Prepare to let the AED analyze the heart’s rhythm.

If the AED determines a shock is needed;

9. Say, “CLEAR!” in a loud commanding voice. Be sure that no one is touching the person.
10. Push the “shock” button to deliver the shock.
11. After the shock, or if no shock is advised, continue CPR until the EMTs arrive and take over.

Non-Life-Threatening Medical Situations

If you observe someone who appears to need help:

1. Go to the person and send someone else nearby to tell the head ushers, who will notify two people on the Medical Response Team list to assess the situation. One should be a professionally trained person, if one is present in the sanctuary.
2. The ill or injured person or an accompanying family member may determine if EMTs should be called. However, if there is **any** question that EMTs might be needed, the team should err on the side of caution and **call 911**.
3. **If EMTs are needed**, the response team will send someone to call 911. Response team members should stay with the person to provide appropriate care* until the EMTs arrive. A head usher should unlock the front doors and wait for the EMTs to arrive and direct them to the sanctuary. If no family member is present, a head usher will find the next-of-kin information located on a list in the red emergency folder.
4. **If EMTs are not needed**, provide appropriate care. Treat minor injuries from supplies in the first aid kits. First aid kits are located in the Visitors' Center and the kitchen (next to the phone). First Aid Supplies are located in the child care room (in a labeled drawer) and the Workroom (in the upper cupboard by the door). If the person is able to be moved safely, take them out of the sanctuary for care. Use the wheelchair if needed.

*** At any point, should the person become unconscious, stop breathing, go into cardiac arrest, immediately follow emergency procedure for CPR/AED.**

Worship Committee Medical Emergency Responsibilities

1. Update the list of Medical Response Team members annually.
2. Verify that professionally trained members are willing and able to serve each year.
3. Verify that members' CPR/AED certifications are up-to-date. (Every two years is recommended).
4. Schedule training with Bella Vista Fire Department for those who aren't current and for new team members annually, as needed. Classes are offered at Station 4 on the 2nd Friday of each month.
5. The Worship Committee will budget \$150 each year to pay for up to six church members to be trained. (The Bella Vista FD charges \$25 per person for certification from the American Heart Association.)
6. Check first aid kits and restock supplies periodically.
7. Update the Medical Emergency Plan annually.
8. Consult with the Property Committee to ensure that our AED machines are properly maintained.

Maintenance Actions	Owner's Manual Pages	When?
Verify Readiness	pp. 77-78	Monthly
Replacement of Electrodes	pp. 79-80	As needed
Battery	pp. 81-82	As needed
Service	p. 83	As needed
Replacement of Accessories and Supplies	p. 84	As needed

The service life of our AEDs, which were purchased in January 2021, is 8 years. We will need to budget for replacement AEDs as we near the predicted service life in 2028.