

# FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

## Policies Manual

Title Medical Response Committee	Policy Number 033	Page: 1 Of: 4
Yearly Elected Committee Members	Date of Review/Revision: 10/22/2017	Level of Revision: 1

### I. Purpose

To provide basic first aid to any person(s) on the church grounds requiring medical assistance. Medical assistance, including basic first aid and/or basic life support will be provided by persons who are available, willing to help, and feel comfortable in providing assistance to others. The church will provide supplies including but not limited to an Automated External Defibrillator (AED), Supplemental Oxygen and Basic First Aid supplies.

### II. Definitions

Medical Response Committee – composed of members of Flat Springs Baptist Church selected by Nominating Committee and approved by church membership.

Automated External Defibrillator (AED) - A device that automatically analyzes the heart rhythm and (if it detects a problem that may respond to an electrical shock) delivers a shock to restore a normal heart rhythm.

Supplemental Oxygen- Treatment where a storage tank of oxygen is used to give extra oxygen to people with breathing problems, given through a nose tube or mask. The extra oxygen is breathed in along with normal air to increase the level of oxygen for those having breathing difficulties or shortness of breath.

First Aid Supplies- a small box or bag with the things that you would need to treat someone if they were injured or suddenly became sick.

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### III. Procedure

- A. Committee members to serve from September 1 through August 31 of each church year.
- B. Door will remain unlocked and supplies accessible (including AED, Supplemental Oxygen and First Aid supplies) in the Medical Response room located beside the library in the main church building.
- C. To report an injury: The church Bell (located in the church office) will be rung three times by anyone needing assistance or reporting for someone who needs assistance. This alert will notify any available volunteers to report to the Medical Response Room. The ringer of the bell will stay at the bell until assistance arrives to ensure the responders are made aware of the location of the person requiring assistance.
- D. Basic First aid needs can be handled by volunteers in the Medical Response Room or on the church grounds using supplies brought from the Medical Response Room to locations on the church grounds. After basic care is provided the recipient will be encouraged to follow up with their primary care physician or to seek urgent or emergency room care as needed.
- E. EMS will be notified for any concern by patient, family member or medical assistant that the person requiring assistance needs have escalated beyond basic care.
- F. Needs identified to be beyond basic needs will have Emergency Medical Services notified and the volunteer will remain with the individual(s) who require advanced support until Emergency Medical Services arrives and assumes care of the individual(s) needing assistance.

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### IV. Responsibilities

- A. Any person identifying another requiring assistance- will notify the medical response committee by ringing the church bell (located in the church office) and remaining at the bell location until assistance arrives to ensure the responders are made aware of the location of the person (s) requiring assistance.
- B. Church- Provide membership to serve as volunteers and provide monetary support for replacement of supplies through the use of annual budget requests. Budget requests will be submitted by the Medical Response Oversight Committee.
- C. Medical Response Oversight Committee- Maintain equipment and supplies, Maintain policy and procedure, Assess for educational needs of the church body on an annual basis, offer education regarding CPR and basic first aid as needed.
- D. Medical Assistance Volunteers-Respond to 3 bell alarm for medical assistance needs. Provide CPR or basic first aid to people on the church grounds during emergency situations using equipment provided by the church; not exceeding personal level of comfort or level of experience. Utilize transport data sheet (provided) to gather data to be given to Emergency Medical Services personnel at dispatch (when EMS is notified) and on their arrival for persons requiring advanced care. Document items used during each encounter on the white board located in the medical response room so that equipment can be ordered and replaced as it is used.
- E. Persons requiring assistance-If able, have someone go to the church office so that the church bell system can be rung 3 times to alert volunteers of a medical response need. Give information about their needs as they are able to facilitate best response from church volunteers or EMS staff.

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V. Related Documents

VI. Supersedes Document

### Review/Revisions

#### Revision Level

0

1

#### Review/Revision

Original 1/10/2016

10/22/2017

#### Review/Revision Made By

MRC - Reviewed