

## **FPBUU Medical Emergencies Policy**

**Policy Title:** Medical Emergencies Policy

**Policy Number:** 4.7

**Purpose:** This policy outlines safety procedures and guidelines related to medical emergencies at FPBUU.

**Revisions:** First draft of a new policy.

**Board Review Date:** 5/20/2021

**Congregations' Review Period:** 7/2/2021 – 8/1/2021

**Effective Date:** 8/1/2021

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### **POLICY STATEMENT**

This policy outlines safety procedures and guidelines related to medical emergencies at FPBUU. It provides church leaders, officials and congregants clear instruction to prepare for and handle a medical incident on church grounds.

### **PROCEDURES**

- All medical incidents and use of items from a First Aid Kit shall be reported to the Administration & Finance Director (AFD)
- First Aid kits should be available in every church building, stored in highly visible, easily accessible areas that are out of reach of young children. See Appendix A for specific locations.
- The AFD is responsible for ensuring that all First Aid Kit items are replenished when used.
- The AFD shall be responsible for ensuring that First Aid Kits are inspected once a year and properly stocked. This should include replacing expired ointments, medications and dead flashlight batteries as well as updating phone numbers.

### **GUIDELINES**

#### **During a Medical Emergency**

- In the event of a life-threatening injury, illness or death, call 911 immediately.
- Address injuries only if you are trained to do so, or request assistance from others in the area.
- If an injury involves blood, disposable gloves must be worn by the individual providing assistance so as to avoid contagion by blood borne pathogens (BBPs). Gloves are available in the First Aid kits found in every FPBUU building.
- Do not attempt to move the person unless they are in immediate danger of further injury.
- Keep onlookers at a safe distance; disperse crowds.

- Comfort the victim and offer assurance that help is on the way.
- Remain to assist medical personnel and provide any pertinent information about the incident.
- In the case of an incident involving a significant loss or spillage of blood, cleanup should only be undertaken by an individual trained in cleaning up Blood Borne Pathogens (BBP).

## **DEFINITIONS**

**Blood Borne Pathogens (BBP)** are disease microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, the hepatitis B virus (HBV), the hepatitis C virus (HCV), and the human immunodeficiency virus (HIV).

## **APPENDICES**

### **APPENDIX A: Location of First Aid Kits**

- **Sanctuary** – organ loft (on wall, immediately to right as you enter the loft)
- **Parish Room** (upstairs) – Cupboard/Shelving Unit on west wall, middle section on counter
- **Fellowship Hall** (downstairs) – north wall (facing cemetery), top shelf, near door to bathroom hallway
- **Barn**
  - Middle Level – supply closet (across from bathroom)
  - Lower Level, Thrift Store Annex – cashier area
- **Winslow House** – to right of oven, kitchen drawer labeled First Aid Kit
- **Thrift Store** (Dawes Hall) – front desk

### **APPENDIX B: First Aid Kit Contents**

First Aid Kits should include the following items:

First-aid manual	Elastic bandages
Sterilized gauze	Antibiotic cream
Antiseptic wipes	Hydrocortisone cream (1%)
Antiseptic solution (e.g., hydrogen peroxide)	Tweezers
Acetaminophen (e.g., Tylenol) and ibuprofen (e.g., Advil)	Sharp scissors
Diphenhydramine (i.e., Benadryl)	Instant cold packs
Calamine lotion	Alcohol wipes
Two pairs of sterile gloves	Flashlight and extra batteries
CPR administering mouthpiece	Safety pins
Thermometer	Note pad and pen
Eye wash solution	Emergency phone numbers
Adhesive tape and bandages (various sizes)	Contact information for FPB minister(s), staff and board members