

**FAMILY PLANNING PROGRAM****SECTION:** Medical Services Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Medical Emergencies

POLICY: Agencies must have written plans for the management of on-site medical emergencies.

GUIDELINES:

1. Agencies must have a written plan* to deal with the following medical emergencies:
 - a. cardiac arrest
 - b. shock
 - c. seizure
 - d. respiratory difficulties/upper respiratory obstruction
 - e. anaphylactic shock - anaphylaxis
 - f. vasovagal reaction (fainting)
 - g. client collapsing.
2. All clinic staff must be familiar with these plans and updated annually on emergency procedures. Appropriate training, including CPR, should be available to staff. Refresher classes/in-services and recertification, if appropriate, should be done as indicated.
3. Clients referred as indicated.
4. If a client is involved in a medical emergency on site, the event must be documented in the client's medical record, signed/initialed, and dated by the caregiver.
5. If the medical emergency involves someone other than the client, complete an incident report (see QA 6) and refer as indicated.
6. Agency must have adequate supply and variety of medications and devices which must be checked monthly. Agencies should have a checklist to assure all medications and devices are present and outdated medications are replaced.
7. Agencies should conduct at least one mock medical emergency drill per year to evaluate staff knowledge of procedures and ability to respond. Document a brief synopsis of the drill and listing of family planning staff who participated. Agencies may want to focus on one of the procedures (i.e., shock) and evaluate the effectiveness of the procedure and how staff will follow procedure.

*See appendix for sample "Emergency Orders/Plan of Action."

Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 15, Section 7.3, Emergencies.
2. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 28, Section 10.2, Pharmaceuticals.