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I. SECTION: Access/Safety	
POLICY AND PROCEDURE: Emergency Health Care Services	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

POLICY:

Emergency health care services shall be available and accessible twenty-four hours a day, seven days a week.

PROCEDURE:

I. EMERGENCY MEDICAL EQUIPMENT

A. Minimum emergency medical supplies/equipment, sufficient to establish and maintain a patent/open airway and manage anaphylactic reactions, shall be maintained in the facility. The equipment will include:

1. An oxygen tank which is portable.
2. An oxygen delivery system which includes tubing and mask/cannula and Adjustable Flow Meter (Oxygen Tank should be at least $\frac{3}{4}$ full.
 - Providers may NOT use small oxygen tanks where the liter flow cannot be adjusted. There is no size requirement for the tank; however, it must reflect the content balance in increments of $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$ full and full. The oxygen should last long enough to handle an emergency until the arrival of the emergency medical response team.
 - Office staff will know how to turn on and regulation the oxygen flow.
3. Population-appropriate (infants/children/adults) ambu bag(s) and oral airway(s) **devices**.
4. Epinephrine 1:1000 (injectable), Benadryl 25 mg oral, or Benadryl 50 mg./ml (injectable).
5. Naloxone
6. Chewable aspirin 81 mg.
7. Nitroglycerin spray/ tablet,
8. Bronchodilator medication(solution for nebulizer or metered dose inhaler)
9. Appropriate sized ESIP needles/ syringes
10. Tuberculin syringes (safety syringes), alcohol wipes.
11. **Bulb syringe**
12. Emergency medication dosage chart (see attached).

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- B. The supplies/equipment will be located in an accessible location allowing for retrieval by all staff members without the use of assistive devices.
- C. The supplies and equipment will be located together and checked for expiration and operating status at least monthly. Staff responsible for checking the equipment/supplies will document:
 - 1. The date the supplies/equipment was checked, and
 - 2. His/her initials verifying that equipment is in working order, the oxygen tank is full, the supplies are within expiration date and the medication dosage chart is present.
- D. Replacing/restocking supplies:
 - 1. An extra oxygen tank will be maintained onsite -OR- each time the oxygen is used, the remaining supply will be checked. If the tank is 3/4 or less full, the supplier will be called to replace the used tank with a full tank.
 - 2. The month prior to the noted expiration date, the supplies/medication will be ordered to ensure delivery before the supplies actually expire.
 - 3. The medication and supplies will be ordered/replaced immediately after use.

II. EMERGENCY SERVICES TRAINING

- A. All staff members will be trained on the emergency medical protocol. Staff will be able to:
 - 1. Describe facility-specific actions, and,
 - 2. Locate written emergency procedures and information.
- B. Training will be completed upon hire and annually thereafter.
- C. Training will be documented.

III. EMERGENCY INFORMATION

- A. Emergency phone number contacts will be posted at the reception desk and at the work station. Posted list includes local emergency response services (e.g., fire, police/sheriff, ambulance), emergency contacts (e.g., responsible managers, supervisors), and appropriate State, County, City and local agencies (e.g., local poison control number).
- B. The list should be dated and telephone numbers updated annually and as changes occur.