

SOP: Medical Emergency Response and First Aid Procedures

This SOP provides a detailed framework for **medical emergency response and first aid procedures**, including immediate assessment and stabilization of injured or ill individuals, proper use of first aid equipment and supplies, clear communication and coordination with emergency medical services, documentation and reporting of incidents, training requirements for staff, and protocols for maintaining safety during medical emergencies. The objective is to ensure swift, effective, and compliant responses to medical emergencies to minimize harm and improve outcomes for all personnel and visitors.

1. Purpose

To establish a standardized procedure for responding to medical emergencies and administering first aid to ensure safety, minimize harm, and comply with regulatory requirements.

2. Scope

This SOP applies to all staff, volunteers, and visitors within the facility.

3. Responsibilities

- **All personnel:** Report medical emergencies immediately; assist as directed.
- **Designated first aiders:** Provide immediate first aid, maintain supplies, document incidents.
- **Supervisor/Manager:** Oversee response, ensure coordination with EMS, review incident reports, ensure staff training.

4. Procedures

4.1 Immediate Assessment and Stabilization

- Assess the scene for safety before approaching.
- Check victim's responsiveness, airway, breathing, and circulation (ABCs).
- Remove victim from danger if required and safe to do so.
- Initiate first aid procedures appropriate to the injury or condition (e.g., CPR, bleeding control, recovery position).

4.2 Use of First Aid Equipment and Supplies

- Locate nearest first aid kit and AED (if applicable).
- Use personal protective equipment (PPE) as required (gloves, mask, etc.).
- Only trained personnel to use advanced first aid equipment (AED, oxygen, etc.).
- After use, replenish kit contents and safely dispose of contaminated materials.

4.3 Communication and Coordination with EMS

- Call emergency services (e.g., 911) immediately if the situation is life-threatening.
- Provide clear details:
 - Location of incident
 - Nature of emergency and number of affected persons
 - Actions taken so far
- Assign someone to meet and guide EMS on arrival.

4.4 Documentation and Reporting

- Document the incident using the Incident Report Form as soon as possible.
- Include details: date/time, people involved, nature of injury/illness, first aid provided, and follow-up actions.
- Submit completed forms to supervisor/manager within 24 hours.

4.5 Training Requirements

- All designated staff must hold valid first aid and CPR certification.
- Conduct regular refresher courses and simulated emergency drills annually.
- Maintain training records for all certified staff.

4.6 Safety Protocols During Emergencies

- Ensure the area is safe and clear of hazards before rendering aid.
- Use PPE to avoid contact with bodily fluids.
- Follow universal precautions to prevent infection and exposure.
- Do not move injured persons unless there is imminent danger.

5. References

- Occupational Safety and Health Administration (OSHA) First Aid Standard
- Local health authority emergency procedures
- American Red Cross First Aid/CPR guidelines

6. Records and Documentation

- Completed Incident Report Forms
- First aid supply inventory logs
- Employee first aid/CPR training records

7. Review and Revision

- This SOP shall be reviewed annually or after any medical emergency incident.
- Revisions must be approved by management and communicated to all staff.

8. Appendices

Appendix	Description
A	Incident Report Form Template
B	First Aid Kit Contents Checklist
C	Emergency Contact List
D	First Aid/CPR Training Log Template