United Hospital Medical Center Port Chester, New York 10573	EMERGENCY DEPARTMENT POLICIES & PROCEDURES MANUAL		
Title: **CARE OF ACCIDENT VICTIMS ON HOSPITAL PROPERTY**			Policy #: H-2
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POLICY:

There are occasions when an individual may succumb to a medical problem or encounter an accident within the boundaries of the hospital property. These boundaries may be broadly defined. In the event that aid for this individual is requested, the hospital will institute the following protocol.

PROCEDURE:

1. The caller should be placed in contact with the switchboard operator. The operator should receive the following information:

   a. location of incident
   b. approximate age of patient
   c. Mechanism of injury (i.e. car accident, tripped and fell, no apparent mechanism, etc.)
   d. Is the patient conscious and alert or, not responsive (in this event, a medical team will be called.)

2. The operator will page the following individuals STAT and give them the above information.

   a. House Officer
   b. Chief of Security
   c. Emergency Department Nursing Supervisor

   These individuals will respond immediately to the scene.

3. The House Officer or ED Resident will carry the Airway Management Kit. The House Officer/ED Resident will be responsible for stabilizing the patient and determining whether the patient can be transferred to the ED by hospital staff or whether an ambulance shall be called via 911.

4. The Supervisor of Security will either report to the scene in person or designate another hospital security officer. The hospital security officer will communicate via radio with the switchboard and inform them whether additional personnel are needed or whether to notify 911.

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5. The ED Nurse in Charge will either report to the scene in person or designate an ED nurse to report to the scene. The nurse will carry an ED Medical Record, stethoscope, and blood pressure cuff. The nurse will be responsible to assist the House Officer/Resident delivering first aid and medical care to the patient. If additional support personnel are required, these individuals will be called to the scene by the hospital security officer at the scene.

6. If 911 is to be called, the switchboard should be prepared to call the Port Chester-Rye-Rye Brook Volunteer Ambulance Corps (939-8112) and give the information reported above. The personnel in attendance will await arrival of the ambulance. Once the ambulance is on the scene, the House Officer/Resident will endorse care of the patient care to the EMS Agency

7. If the House Officer/Resident determines that an ambulance is not required, the hospital security officer will arrange for a members of the security office to bring a hospital wheel chair or stretcher to the scene and transport the patient to the ED, where final examination and disposition of the patient will be determined.

Source: United Hospital Medical Center, Port Chester, NY.