
 Organization Name

Emergency Medical Care Checklist

Accidents or medical emergencies during church and ministry-related activities are fairly common. Ministries that have well-established guidelines for responding to these incidents can help ensure quick, consistent aid for the injured and can reduce the risk of future legal problems. While these tips are meant to help you establish some guidelines for your ministry, they are not intended to take the place of expert medical care. Always call 911 (or your local emergency number) for emergency medical assistance.

	Yes	Needs Attention
1. Does your ministry have an established emergency plan?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a designated team of trained people, preferably medical professionals, who are responsible for providing first aid and calling for medical assistance in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your emergency response team know to look for an emergency medical identification card on the injured or ill person to alert you to any known medical problems or allergies?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are employees and volunteers trained to complete a Notice of Injury form immediately after administering first aid?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you store completed accident reports in a secure location and limit access to the reports to those individuals in the ministry that have a need to know the information contained in the report?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you assessed ministry facilities to determine how many first aid kits you need and where on the premises they should be placed?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is someone assigned to check first aid kits regularly to replace flashlight batteries, update manuals and phone numbers, make sure the kits contain the necessary materials, and that items past their expiration dates have been replaced with new supplies?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you keep the first aid kit safely out of the reach of children but easily accessible for adults?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you have gloves available to protect emergency response team members from blood and other potentially harmful bodily fluids?	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	Needs Attention
10. Do you encourage your staff and volunteers to take basic first aid and CPR classes?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do new employees and volunteers undergo first aid training if necessary for their duties?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is there a plan in place for handling medical emergencies that are beyond the scope of general first aid?		

Notes: _____

Completed by: _____ Date: _____

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