



STANDARD OPERATING PROCEDURE (SOP) FOR MEDICAL EMERGENCIES.

Emergency Medicine

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KEYWORDS

INTRODUCTION :-

The hospital emergency management plan ensures preparedness. Response and recovery to minimize casualties and physical damage. All hospital should have 24X7 critical and emergency medical Emergency services to provide urgent Medical treatment. Limited resources in govt. hospitals are big challenge to manage mass casualties. The limited infrastructure and manpower, equipments, Transportation and other resources In govt. hospital decres the trust of care in emergency. Every hospital should have a well equipped emergency with trained medical & Paramedical staff to manage mass casualties. When casualties size big then existing infrastructure of the hospital should be remodulate or modified as per the need of emergency. The hospital administration planning and management will be the key issues to manage mass casualties. Proper SOPs and sound emergency management plan, minimize the confusion and in coordination arises during the mass casualties. The multiple commands centers, ineffective coordination, and fragmented efforts reduce the effective outcome. A well organized emergency management strategy (SOPs) helps to mitigate the chaos and ensures the rationalize response smooth operations and effective outcome and efficient patients care in unexpected situations.

Objective :-

The hospital SOP's ensure effective utilization of available resources in emergency situation like seasonal diseases, mass casualties, casualties and any mishap/ disaster.

Scope :-

The SOP's should apply for all the hospital govt. as well as private. The good SOP's is helpful for administrative and for medical, paramedical personnel's all staff have a significant contribution in management of emergency situations.

Management Committee :-

The Hospital Administration should constitute different level of committees for technical and nontechnical personals

Responsibility :-

- **Hospital Administration:** - Hospital Medical Superintendent should have clear cut guidelines to coordinate and manage the emergency situations.
- **Medical Staff:** - All Medical Staff should be well trained to manage the mass casualties. To Ensure seamless care and to decide treatment in concerned department (Ward, OT, ICU)
- **Paramedical Staff:** - All Paramedical staff of the emergency department should be trained skilled enough to assist the patient car.
- **IHMS Team :-** Hospital IHMS system should be well advance and computer operator tem should be experienced to register the patients and update the correct data. The data should be real time with zero errors. To provide right information about availability of infrastructure in the hospital. The perfect IHMS system & team will be helpful to coordinate the emergency situations without creating any confusion in available facilities.

Procedure :-

A. Extra Well Equipped Beds.

1. As per the Hospital emergency Management plan (SOP) Potential area of the hospital should be well identified for emergency situations.
2. All Potential areas of the hospital should have extra beds with well equipped necessary medical equipments drugs and man power.

B. Utilizing Under-Occupied wards :-

1. As per the hospital record and IHM's system available data occupancy of beds should be well in notices and underutilized ward can be used during emergency
2. As per the hospital emergency management plan (SOP), separate trained/skilled medical and paramedical staff should be available in extra ward to manage medical emergency.

C. Developing and Using IHMS for Bed Management :-

1. As per the hospital Emergency Management Plan (SOP), Perfect IHMS System should be available with well trained operators and equipments. The hospital IHMS system will be very helpful to show real-time bed occupancy status for quick identifications of vacant ward/beds. The IHMS system will also helpful to rationalize the patients load and available facilities in the hospital.
2. As per the Hospital Emergency Management plan (SOP), in big mass casualties attached hospital and other nearby hospital services can be taken to manage the medical emergency.
3. The attached hospitals or nearby hospital should have well coordination and communication should be to shift the serious patients. Before taking decision to shift emergency patients in attached/nearby hospitals, basic and emergency facilities (equipments and manpower) should be ensured and should be connected with main hospital.

D. Emergency Activation Plan :-

1. As per the Hospital Emergency Management Plan (SOP) the following facilities should be available in the hospital with zero gaps :-
 - a. Blood Bank with adequate storage of blood components.
 - b. Logistics related to the medical treatment like medicines and other equipments.
 - c. Radiology Department facilities and other labs facilities should be available as per the requirements.
 - d. Well equipped ambulances should be available for safe transportation for the patients.
 - e. Fire safety equipments should be available in the emergency departments with active mode.
 - f. All relevant departments should be informed immediately to send their doctors and other staff to manage/cop-up the emergency situation.
 - g. Proper monitoring and timely evaluations in necessary for effective management of emergency situations and it should be planned by hospital administration to constitute a emergency response plan team.

E. Documentation :-

1. As per the Hospital Emergency Management Plan (SOP), IHMS System should have a responsibility to maintain all record like bed occupancy/requirement/availability and other necessary information.
2. It is also necessary to submit everyday reporting to administration to review the emergency management plan and result of execution. If there is any gaps exist, it should be corrected as early as possible at all levels.

F. Training and Awareness :-

1. As per the Hospital Emergency Managements Plan (SOP), all medical and paramedical staff related to medical emergency services should be well trained and identified. The emergency response team should be listed and identified. The regular training of emergency response team should be conducted to sensitize and aware the emergency situations.

2. Review and Updates :-

The Hospital emergency management plan (SOP) should be reviewed quarterly to enhance and make it more effective for the emergency

preparedness and minimize the gaps. The hospital emergency management plan committee should have a regular meeting to make it more perfect and effective.