



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

MEDICAL EMERGENCY RESPONSE – INITIATING A “CODE BLUE”

Effective Date: September 14, 2018

Policy: PH-11

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- I. PURPOSE:** To provide a plan for response to medical emergencies.
- II. POLICY:** Montana State Hospital (MSH) will follow this policy/procedure in providing for the emergency medical needs of patients, staff and visitors.
- III. DEFINITIONS:**
 - A. Medical Emergency:** An acute injury or illness which poses and immediate risk to a person’s life or long-term health.
- IV. RESPONSIBILITIES:**
 - A. Employees** who witness or are first on the site of a medical emergency will take immediate action, including CPR and basic First Aid if trained to do so, summon medical assistance and assist as directed.
 - B. Hospital Operations Specialist (MSH Front Desk Staff)** will announce the “Code Blue” over the Public-Address System and notify the following: Nurse Manager and/or Nursing House Supervisor, medical and attending and/or on-call Licensed Independent Practitioner, Pharmacist, 911 and security officer (when instructed), and all other notifications upon request.
 - C. Main Control FMHF** will notify the Hospital Operations Specialist (MSH Front Desk Staff) who will then notify the following: Nurse Manager and/or Nursing House Supervisor, medical and attending and/or on-call Licensed Independent Practitioner, Pharmacist, 911 and security officer (when instructed), and all other notifications upon request.
 - D. B Wing RN and/or LPN** will take the Emergency Med Cart and ensure the emergency equipment is transported to Code sites in and near the main hospital building, and TLC, and assist as needed.
 - E. Spratt RN and/or LPN** will:
 1. Retrieve the Emergency Med Cart and transport to the Code site in the Spratt building and to the Recovery Center.

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2. Take the Portable Emergency Med Cart and ensure the emergency equipment is transported to Code sites on Administration Annex Building, Group Homes, Warehouse, and surrounding areas.
 - F. **FMHF RN and/or LPN** will retrieve the Emergency Med Cart and transport to the Code site in the FMHF building and the surrounding grounds.
 - G. **RN and/or LPN** will ensure that the Code event is recorded and the equipment is ready for use. Emergency medications and equipment will be inventoried and restocked following a Code.
 - H. **Nurse Manager** will ensure emergency medications and equipment are inventoried and restocked on a bi-monthly basis and following a Code.
 - I. Every available Licensed Independent Practitioner, RN and/or LPN will respond to the Code site to assist with assessment of the patient/victim, determination of severity of the emergency, and provision of emergency care and treatment.
 - J. **Medical Director and Director of Nursing** will ensure review of each Code to identify opportunities for improvement.
- V. **PROCEDURE:**
- A. The first person on site recognizing an emergency medical situation will follow the basic guidelines for assessing the situation, summoning assistance and starting Cardiopulmonary Resuscitation (CPR) as appropriate and/or rendering First Aid.
 - B. A nurse at the site will:
 1. Assess the situation and determine the severity of the emergency.
 2. Stay with the patient/victim if the situation is life-threatening and requires direct emergency care.
 3. Call or delegate a staff member to call **7440** to instruct the Front Desk Staff to announce a “Code Blue” for the specific unit/area. If the emergency is at the FMHF, call or delegate a staff member to notify FMHF Main Control Staff to notify Main Hospital Front Desk Staff to begin making appropriate notifications as noted in IV: Responsibilities, B.
 4. Call **911** to convey the patient name, type of emergency, and location/direction of emergency site if indicated.
 5. *If there is any doubt regarding the severity of the situation, call for a “Code Blue” and 911 ambulance assistance.*
 - C. When a Licensed Independent Practitioner on site determines the severity of the situation does not warrant calling an ambulance they may cancel the 911 ambulance assistance.

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- D. The MSH Front Desk Staff will immediately:
1. Announce the “Code Blue” and unit/location over the Public-Address system. This announcement is to be made regardless of the time of day.
 2. Notify the nurse supervisor, and medical and attending and/or on-call Licensed Independent Practitioner.
 3. Notify **911**, when instructed to do so, to convey name of patient, type of emergency, and location of patient/victim.
 4. Notify the security officer to assist as needed and escort ambulance to site of patient/victim.
- E. B Wing RN, Spratt RN, FMHF RN (based on location of emergency) will:
1. Delegate any staff member to take the Defibrillator, Ambu Bag, IV supply box, and Pulse Oximeter quickly to the scene of the patient/victim.
 2. Take the Emergency Med Cart/Kit to the site.
 3. Assist with location of supplies and medications in the Emergency Med Cart/Kit.
 4. Record, or delegate an RN, LPN or Licensed Independent Practitioner to record the event on the Emergency Response Sheet. The Emergency Response Sheet will be placed in the patient’s medical record in the Consult section.
 5. Following the use of the cart, replace all used items, and notify the pharmacy to arrange for the timely restocking of medications.
 6. Convey information and/or seek assistance regarding the Code situation with the Nurse Supervisor.
- F. The Nurse Manager and/or Nursing House Supervisor ensures emergency medications and equipment are inventoried and restocked following a Code.
- G. Every available RN and/or LPN will respond to the “Code” site to assist as necessary and as directed.
- H. All available on-site Licensed Independent Practitioners will report to the “Code” area to assist as necessary and as directed.
- I. The Nurse Manager and/or Nursing House Supervisor will ensure that all relevant hospital policies and procedures are considered and followed; i.e., “Notification of Authorities in the Event of a Serious Emergency,” “Death and Autopsy,” and “Organ and Tissue Donation.”
- J. The attending Licensed Independent Practitioner or medical Licensed Independent Practitioner will notify next of kin/guardian of the patient’s status in accordance with hospital policy, “Informing/Communicating Changes in Patient’s Condition”.
- K. The Medical Director, Director of Nursing or designees, and others as delegated, will review each Code situation and response to identify opportunities for improvement in the process.

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- L. The Nurse Manager and/or Nursing House Supervisor, at time of event, will review the incident with staff involved as soon as possible after the emergency and document said review using the Code Blue Assessment Form. The results of the review will be forwarded to the Medical Director, Director of Nursing, and Director of Quality Improvement.
- VI. REFERENCES:** Hospital Policies: ER-04 Response and Notification of Authorities in the Event of a Serious Emergency, PH-01 Death and Autopsy, PH-03 Informing/Communicating Changes in Patient’s Condition and PH-05 Organ and Tissue Donation.
- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Nursing, Director of Health Information Resources.
- VIII. RESCISSIONS:** PH-11, Medical Emergency Response – Initiating a “Code Blue” dated January 17, 2017; PH-11, Medical Emergency Response – Initiating a “Code Blue” dated August 21, 2013; PH-11, Medical Emergency Response – Initiating a “Code Blue” dated October 26, 2009; PH-11, *Medical Emergency Response – Initiating a “Code Blue”*, dated June 17, 2005.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Nursing
- XII. ATTACHMENTS:** For internal use only.

Signatures:

Kyle Fouts
Interim Hospital Administrator

Thomas Gray, MD
Medical Director