

NHS Lothian –

Cardiac Arrest/Medical Emergency Standard Operational Procedure

Royal Edinburgh Hospital

1. Function

To provide rapid specialised medical attention to any collapsed individual within the Royal Edinburgh Hospital site.

2. Procedure

2.1.1 In the event of cardiac arrest/medical emergency, a member of staff dials the emergency telephone number '2222' and tells the operator: "cardiac arrest" or "medical emergency" stating the name of the ward, building and hospital site in which it is occurring. This message must be repeated once.

2.1.2 The switchboard operator on receiving this message will initiate the cardiac arrest/medical emergency group call. Through the speech pagers of the cardiac arrest/medical emergency team they will state the nature of the emergency and its location including ward/area, building and site. This will alert members of the team simultaneously. This message is repeated once. This call is not acknowledged.

2.1.3 Members of the cardiac arrest/medical emergency team will then proceed immediately to the location of the event.

2.1.4 The switchboard operator does not routinely call '999'. Where appropriate, 'a '999' call is made either by the ward/area in which the event is occurring or by a member of the team attending the cardiac arrest/medical emergency.

2.1.5 A test of cardiac arrest/medical emergency pagers is carried out Mon-Fri (excluding statutory/public holidays). On testing, the switchboard operator will give a verbal message indicating this is a test call and will state an extension number for the pager holder to call to confirm receipt of the test. On receiving this message the pager holder will contact the switchboard operator on the stated extension number as soon as possible to confirm that the test has been received successfully.

2.1.6 In the event of failure of the internal telephone system, wards and departments should use their dedicated mobile phone to contact switchboard using the telephone number 0131 228 2738. Switchboard will prioritise answering of this line.

3. Cardiac Arrest/Medical Emergency Team

3.1.1 The team comprises:

- a) the doctor(s) carrying the 2222 bleep (2 doctors in training during the working day, one out of hours)
- b) the co-ordinating charge nurses (2)

3.1.2 The members of the team carry speech pagers to allow verbal notification of the location of the cardiac arrest/medical emergency. It is the responsibility of each team member to pass the pager to a replacement member when going off duty.

4. Equipment

4.1 A standard set of resuscitation equipment, oxygen and suction is held in every ward area including outpatient department.

4.2 Location Specific Equipment and Procedure

4.2.1 Royal Edinburgh Building

4.2.1.1 A resuscitation trolley, defibrillator and emergency drug box is held in the treatment room in the following wards:

- Balcarres
- Blackford
- Braids
- Canaan
- Eden
- Hermitage
- Merchiston

A resuscitation trolley, defibrillator and emergency drug box is also held within the recovery area in ECT.

4.2.1.2 It is the responsibility of the ward staff at the location of the event to collect the nearest equipment.

4.2.2 Robert Fergusson Building

4.2.2.1 A resuscitation equipment bag, defibrillator and emergency drug box is held in the treatment room.

4.2.2.2 It is the responsibility of the ward staff at the location of the event to collect this equipment.

4.2.3 Orchard Clinic

4.2.3.1 A resuscitation equipment bag, defibrillator and emergency drug box is held in the emergency room.

4.2.3.2 It is the responsibility of the ward staff at the location of the event to collect this equipment.

~~4.2.4 Jardine Clinic~~

~~4.2.4.1 A defibrillator and emergency drug box is held in the emergency equipment cupboard at the entrance to Pentland Ward.~~

~~4.2.4.2 It is the responsibility of the ward staff at the location of the event to collect this equipment.~~

4.2.5 Mackinnon House and Andrew Duncan Clinic

4.2.5.1 A defibrillator and emergency drug box is held in the treatment room in Ritson Clinic, Craiglea, Cramond and in the co-ordinating charge nurse (CCN) office.

4.2.5.2 It is the responsibility of the ward staff or CCN to collect the equipment nearest to the location of the event and take it there.

4.2.6 Learning Disability Services (Islay Centre, William Fraser Centre and Carnethy House), Child and Adolescent Mental Health Service (Young People's Unit) and Cullen Centre

4.2.6.1 A resuscitation equipment bag, defibrillator and emergency drug box is held in the treatment room in Barra, Islay Centre.

4.2.6.2 It is the responsibility of the designated cardiac arrest/medical emergency pager holder within the Islay Centre to take this equipment to the location of the event.

4.2.7 **Outside Clinical Areas and in the Hospital Grounds**

4.2.7.1 An emergency equipment bag (including emergency drugs), defibrillator and portable oxygen are held in the following locations:

- CCN's office
- Royal Edinburgh Building Reception

4.2.7.2 It is the responsibility of the CCN to collect the equipment nearest to the location of the event and take it there.

4.2.8 **Replacement of used Equipment**

Uses items can be replaced by contacting the CCN who has access to replacement stock

Current Ward Names and Locations

Building	Ward	Floor	Ward Number
Andrew Duncan Clinic	Comiston/Pentland	0	
Andrew Duncan Clinic	Craiglea	2	
Andrew Duncan Clinic	Cramond	1	
Andrew Duncan Clinic	Margaret Duguid Unit	0	
Andrew Duncan Clinic	Myreside	2	
Andrew Duncan Clinic	North Wing	1	
Andrew Duncan Clinic	Outpatient Department	0	
Andrew Duncan Clinic	Ritson Clinic	1	
Jardine Clinic	Pentland	0	
Mackinnon House	Roseburn/Ward 13	0	Ward 13
Orchard Clinic	Cedar	0	
Orchard Clinic	Hawthorn	0	
Orchard Clinic	Redwood	0	
Robert Fergusson Building	Robert Fergusson Unit	0	
Royal Edinburgh Building	Balcarres	0	Ward 3
Royal Edinburgh Building	Blackford	0	Ward 6
Royal Edinburgh Building	Braids	0	Ward 11
Royal Edinburgh Building	Canaan	0	Ward 7
Royal Edinburgh Building	Craiglockhart	0	Ward 4
Royal Edinburgh Building	ECT	0	
Royal Edinburgh Building	Eden	0	Ward 9
Royal Edinburgh Building	Fairmile	0	Ward 10
Royal Edinburgh Building	Harlaw	0	Ward 8
Royal Edinburgh Building	Hermitage	0	Ward 5
Royal Edinburgh Building	Meadows	0	Ward 2
Royal Edinburgh Building	Merchiston	0	Ward 1
Royal Edinburgh Building	Mental Health Assessment Service	0	
Tipperlinn House	Cullen Centre	0	
Child and Adolescent Mental Health Services			
Young People's Unit	Inpatient Unit	0	
Young People's Unit	Outpatient Unit	0	
Learning Disability Services			
Carnethy House		0	
Islay Centre	Barra	0	
Islay Centre	Harris	0	
Islay Centre	Rum	0	
William Fraser Centre	Culzean	0	
William Fraser Centre	Rannochmore	0	
William Fraser Centre	Strathaird	0	