

Attachment #6

SACRISTAN CHECKLIST FOR MEDICAL RELATED INCIDENTS

1. If notified of an accident involving the personal injury of another individual:
 - a. Notify 911 immediately, if medical assistance is requested or required.
 - b. Notify the Pastor, Parochial Administrator or Deacon, as soon as possible.
 - c. Comply with the parish's posted (small red binder in the Gathering Area, near the parish's main doors) **Emergency **Response **Procedures (ERP)**.****
 - d. Coordinate with the Pastor, Parochial Administrator or Deacon to document the incident, if/as needed, on an Exposure and/or Accident-Incident Report Form, as soon as possible.

2. If the accident or incident involves bodily fluids, ensure adequate personal protections for exposures to blood borne pathogens are utilized. As a minimum:
 - a. Consider all human blood and other bodily fluids to be ***infectious***.
 - b. Before initiating any clean-up of the area (e.g., pew, carpeting, etc.) ensure staff and/or volunteers utilize approved protective equipment (e.g., gloves, waste removal instruments and bags, etc.). (Note: These materials are available in the parish's sacristy and Religious Education classrooms and kitchen areas. Plastic gloves are meant for one-time use only. Disposable gloves are never to be reused.)
 - c. Ensure all contaminated waste products/materials are safely and properly disposed of in red, plastic bags (imprinted with the Bio Hazard label/markings).
 - d. In any case, when staff and/or volunteers have been in contact with bodily fluids, they should immediately wash their hands and other skin surfaces with a 10 percent bleach solution or other antiseptic soap.
 - e. Any staff and/or volunteer who has cuts, sores or any other breaks in the skin of their fingers, hands and/or arms should not contact blood or other bodily fluids, unless it is an absolute emergency and there is no one else available to help.
 - f. Clean blood and body fluid spills promptly with a solution of bleach and water or an approved, available hospital strength disinfectant solution.

- g. In the event that any staff and/or volunteer is exposed to blood or bodily fluids that come into contact with any breaks in their skin or gets into their mouth, eyes or nose, he/she should immediately notify the Pastor.