Cardiac/Respiratory Arrest/Medical Emergency

Record Form

(a guide on how to complete the form)

- A form must be completed for every cardiac arrest/respiratory arrest/medical emergency or false alarm event.
- For each event, the data must be written on both the yellow form and the 2 adjoining pink forms (3 pages per event).
- The yellow sheet is the official document to file into the patient's notes on completion.
- The first pink sheet is a carbon copy of the yellow sheet.
- The second pink sheet is additional information that needs to be completed. Both pink forms must then be sent to the RESUSCITATION AND CLINICAL SKILLS DEPARTMENT for audit purposes.

- To begin, tear out the yellow page and 2 pink pages together along the perforated edge of the book, and use the cardboard back cover to lean on.

- Please do not write on the forms in the book as it contains carbon pages, this makes interpretation of information extremely difficult if the previous event information has transcribed through to other pages.
• Forms once completed must not be left in the book, as this breaches confidentiality.

• When writing on the yellow form, please ensure this information is being transferred clearly onto the first pink page – the yellow and first pink page are identical

• If using a Banda label for patient details, please use a banda label for all 3 pages. Essential information needed is name, gender, hospital number and date of birth.

• The form should be completed in real time, during the event, to ensure accurate data is collected

• Essential information needed for each form is as follows:
  ➢ Patient data as above (if in patient)
  ➢ Name of person completing form
  ➢ Name of the team leader (usually the cardiology SHO)
  ➢ Date and time of event
  ➢ Location of event
  ➢ Patients consultant (if in patient)
  ➢ Pre event MEWS score if known
  ➢ Initial heart rhythm
  ➢ Accurate and full documentation of event-observations/investigations/treatment/transfer details
  ➢ Outcome of event (was CPR successful)
If successful where did patient transfer to.

The second pink page must also be completed:

 Tick any pre event interventions

 Timing of events (allocate time keeper during the event to ensure this is accurate)

 If during the cardiac arrest the patient is not intubated (ETT or LMA) please document reason

 Tick appropriate box for DNAR orders

 Note any relevant medical history

 Write in any other details including any issues with equipment, personnel or event. If there was an issue please also complete an ‘clinical adverse event’ form, according to Trust policy

When documentation complete, insert yellow copy into patients notes and send the 2 pink copies to the Resuscitation and Clinical Skills department (Clinical Sciences Building, Ground Floor, Room 00022-24). Please send forms as soon as possible after the event. The forms can be posted or delivered by hand. Forms must not be left in the cardiac arrest record book. Failure to complete a form will result in generation of a Clinical Adverse Event.

NB: if the event involves an outpatient / visitor or member of staff. The yellow copy can be given to ED if the patient is sent there following the event. If the outcome is that the person went home – send all 3 forms to the resuscitation dept.

Any other queries or questions regarding the form should be directed to the resuscitation and clinical skills department on ext: 28800/28802