

PROCEDURE NO. 2-2-1

ISSUED: 03-20-96
REVISED: 02-07-25
REVIEWED: 02-07-25

SUBJECT: Emergency and non-emergency procedures for Injury/Illness of Individuals being supported by Woodhaven.

PURPOSE: To carry out the mandate of Office of Program Services Policy No. 2

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In case of an emergency that appears to be life threatening, staff at the scene should dial 9-1-1 first. First aid or CPR should be initiated after the 9-1-1 call. When possible, the staff at the scene should contact Home Coordinator, Program Manager and the nurse on call if available. Information needed by emergency personnel is on the individual's medication administration record, Therap and face sheet. The Home Coordinator/Program Manager can bring the entire medical file to the hospital if needed. The Program Manager will notify the Program Director or designee of the incident.

When an injury or illness occurs (not requiring 9-1-1 activation) and after contacting either the nurse on-call or supervisor, if it is decided that staff will transport the individual to the emergency room, the medication administration record and face sheet should accompany that individual.

Whenever an individual requires an ER visit or hospitalization, the Program Manager will notify the Program Director or designee. The Program Manager will contact Boone County Family Resources for approval of staffing at the hospital if needed. Boone County Family Resource does not need to be notified after hours of hospitalization unless additional staffing is needed. The Program Manager will notify by email on the next business day. The Program Director or designee will notify the Chief Operating Officer the next business day unless the Program Director or designee feels the situation warrants notification to COO immediately.

Any injury or illness should be documented in the individual's record. A GER (General Event Report), located on Therap, needs to be completed by staff on duty at the time. For events that warrant, see Procedure 2-6-26 on Critical Incidents, the Program Manager will complete an EMT in the CIMOR system for submission to DMH. The Program Manager will notify the Program Director or designee and parents\guardians of any incident that requires a 9-1-1 call or a trip to the hospital. Boone County Family Resources will be notified during business hours or on the next business day if no staffing is required.

The decision as to whether a person served by Woodhaven is physically unable to go to work or school is the responsibility of the direct care staff. This decision will be made with as much input as possible from the individual who is ill or injured and from the Home Coordinator/Program Manager and Community RN.

Approved by: _____

Director of Residential & Community Services

Date: _____