



Emergency Medical Care Policy and Procedure (8.609.6)

Purpose

The purpose of this policy is to provide the procedures to be followed in the event of a medical emergency.

Policy

Emergency situations shall be dealt with in a responsible manner by all staff involved. The following procedures are guidelines for actions to be taken in the event of an emergency. In all medical emergencies the staff must first act to assure the safety of the individuals involved, utilizing the appropriate emergency services, then at the first opportunity, notify supervisory staff. All medical emergencies need to be documented by completing an incident report.

Procedure

If an accident occurs or an individual presents with a serious illness the following steps are to be taken.

Day Program

1. Begin rendering needed emergency care (i.e. first aid to stop bleeding, CPR, abdominal thrusts, etc.) if needed. If you are not trained, immediately contact a staff person who is.
2. If emergency care or transport is needed, staff will call 911 and provide details of the emergency.
3. At no time will staff transport individuals in their personal or company vehicle.
4. If the situation is not urgent, contact the ABLE nurse for guidance. If the nurse is not available, contact the program manager.
5. The nurse or program manager will contact the individual's guardian/HHP, resource coordinator, and PCP to inform them of the situation.
6. Staff will complete and submit an incident report within 24 hours.

Residential

1. Begin rendering needed emergency care (i.e. first aid to stop bleeding, CPR, abdominal thrusts, etc.) if needed.
2. If emergency care or transport is needed, staff will call 911 and provide details of the emergency.
3. If the situation is not urgent, contact the ABLE nurse for guidance. If the nurse is not available, contact the program manager.
4. The nurse will advise on actions to take. And, if needed, notify the individual's family, guardian, resource coordinator, and program manager.
5. HHP/guardian will complete an incident report and submit it to the ABLE office by the end of the next business day.