

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
Emergency information

**Chapter:**  
10

**Effective Date:**  
10/25/1999

**Revision Date:**

**Policy Number:**  
10-106-001

**Executive Director**

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. Emergency information for children shall be easily accessible at the Keystone facility.
2. Emergency information for each child shall include the following:
  - The name, address, telephone number and relationship of a designated person to be contacted in case of an emergency.
  - The name, address and telephone number of the child's physician or source of health care and health insurance information.
  - The name, address and telephone number of the person able to give consent for emergency medical treatment, if applicable.
  - A copy of the child's most recent health examination.

## DISCUSSION: