

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Dealing with Death

Chapter:

Effective Date:
7/1/1992

Revision Date:
11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. In the event of death, the employee who observes or discovers a death is responsible to initiate emergency procedures in response to the health and safety needs of the person. These include:
 - Immediately notifying and/or seeking assistance from the designated supervisor and nurse-on-duty.
 - Immediately notifying the administrator-on-call.
 - Ensuring that information, relevant materials, and/or evidence are noted and preserved.
 - Recording required information as soon as it is practical.
2. The administrator-on-call will arrange for the individual's family or guardian, the corner's office, the Regional Office of MR, the county Office of MR, and the funding agency to be contacted both orally and in writing using a Death Report.
3. The Executive Director or his/her designee will arrange for procedures for dealing with the emotional needs of any consumer, staff members, visitor or volunteer who is witness or party to a death. The Executive Director or his/her designee will specify a procedure for responding to the questions of persons notified about the incident .

DISCUSSION: