

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Medical Emergency

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 a medical emergency, the following should be followed:
 1. Staff will assess the extent of the injury or illness.
 2. Staff will administer first aid, as necessary.
 3. If emergency room treatment is needed, staff will retrieve the medical file and Accompany the individual to Community Medical Center for treatment, using a facility vehicle. If this is not possible, staff will phone 911 for ambulance assistance, again retrieving medical file and accompanying the individual to the hospital.
 - In a situation where two staff are present, it will be necessary for the staff person remaining behind to provide adequate supervision for clients and to phone in additional staff to assist.
 - In a situation where only one staff is present, Keystone should be phoned (346-7561) and supervisory staff there will arrange immediate temporary coverage by drawing from the general staffing roster.
 3. The Program Coordinator must be notified at the time of the incident and will arrange for notification to families and agencies.
 4. An incident report will be filled out within the duty shift documenting the circumstances.

DISCUSSION: