

Erie County Board of Mental Retardation and Developmental Disabilities

Health and Safety

February 2005

MEDICAL EMERGENCY PLAN

I. Purpose:

The purpose of this policy is to define and outline the measures taken by program staff in case of an emergency situation at or away from Board facilities to ensure the health and safety of enrollees/students and/or staff.

II. Policy:

The Erie County Board of MRDD will ensure first aid/CPR/AED training is provided to County Board staff to ensure appropriate emergency measures are taken to protect the health and safety of enrollees/students and/or staff in an emergency situation.

In case of a medical emergency, American Red Cross standards for CPR/AED, choking and first aid will be followed.

In case of a possible communicable illness, staff will follow the Ohio Department of Health "Communicable Disease Chart" for appropriate management. These charts are located in both nursing clinics and each school classroom.

Parent(s)/Guardian, or care provider will be notified by the Program Nurse or Program Director.

In the event of an incident the individual witnessing the incident shall report and document the incident on appropriate form within 24 hours of occurrence in accordance with Board's incident reporting policy. (See "Incident Reporting Policy and Procedure" and "Reporting Abuse, Neglect, and Major Unusual Incidents Policy and Procedure".)

The Parent/Guardian or care provider will be notified immediately (or no more than 24 hours after) of any incident/accident.

Emergency numbers shall be posted on or near each phone and shall be communicated to all personnel, persons served, parents of a minor or guardian, and residential providers upon request, and shall be made available in each county board program facility.

A copy of the Betty Rinderle School Medical and Dental Emergency Plan with emergency numbers is posted next to the phone in each classroom as required by the Ohio Department of Education.

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American Red Cross CPR/Emergency procedures for choking and First Aid charts are posted in each classroom and supplemental rooms at the school and throughout the workshop facility.

MEDICAL EMERGENCY PROCEDURE:

I. Emergency First Aid:

- A. First aid will be provided by the first (First Aid/CPR) trained staff member at the scene.
- B. First aid measures will continue (and possibly after) until trained medical personnel (i.e. nursing, EMS personnel) arrive.
- C. A determination of further action (i.e. transportation by EMS to a medical facility, notification of individual's physician, etc.) will be made by nursing (if available) or (if nursing unavailable) by the primary trained staff member.

II. Emergency Transport:

- A. If determined that individual is to be transported to an emergency facility, the primary trained staff member will activate the EMS system by calling 911.
If other staff members are available, this may be delegated by the nurse or the primary trained staff member to another staff member. The staff member placing the call shall report back to the nurse or the primary trained staff member that call has been made. A staff member will then be directed to wait out front to direct EMS personnel to the individual upon their arrival.
- B. If determined that individual is to be transported by the EMS system, a staff member will accompany the injured or ill individual if necessary (i.e. no one such as family or caregivers to meet individual at the hospital) to the emergency facility. It will be the staff member's responsibility to communicate with school/workshop administration as soon as the situation warrants. Administration or their designees will be responsible for notifying parents/caregivers or any additional responsible parties of the situation.

III. Emergency Medical Authorization/Medical Information Form

- A. **An Emergency Medical Authorization/Medical Information form is required to be on file for all students enrolled in Erie County Board of MRDD early childhood programs.** The Emergency Medical Authorization form needs to be completed annually and whenever there are any medical changes,

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address/phone number changes, etc. The original copy will be filed in the individual's permanent medical file.

- B. In case of an emergency, a copy of the Emergency form will accompany the individual to the Emergency Room.

IV. Procedure for Excursions outside the Board Facility:

A. The supervising staff member:

1. will obtain and carry with them current emergency information for each individual participating.
2. will carry a first aid kit on each excursion. (All county vehicles will be equipped with a first aid kit.) (Additional first aid kits are available from nursing.) First Aid kits are to be brought to the nursing department on a monthly basis to be checked for appropriate supplies. It will be the staff member's responsibility to have first aid kit restocked if supplies are used prior to the monthly checks.
3. will familiarize themselves with the area to which they will be traveling and devise a plan for handling an emergency should it arise. This includes identifying duties of the staff assisting with the excursion.
4. will contact 911, as needed.
5. if 911 is contacted, a subsequent call shall be made to the Board's on-call number to report incident and determine what additional steps are needed.
6. for incidents when a 911 call is not made but assistance is needed, a call shall be made to the Board's on-call number to report incident and determine what additional steps are needed.
7. insure that any individual witnessing the incident shall report and document the incident on appropriate form within 24 hours of occurrence in accordance with Board's incident reporting policy. (See "Incident Reporting Policy and Procedure" and "Reporting Abuse, Neglect, and Major Unusual Incidents Policy and Procedure".)

V. First Aid Clinic/First Aid Supplies/AED (Automated External Defibrillator)

- A. The County Board will provide a suitable clinic area with accessible first aid supplies in both facilities.
- B. The Board will provide appropriate first aid supplies for the administration of first aid and replenish supplies upon request through the nursing department. Nursing staff shall check first aid containers on a monthly basis and replenish as needed. Staff are responsible for notifying nursing if additional supplies are needed.
- C. The Board will maintain an AED in each facility in an accessible area. (Double S Industries – located outside of nursing clinic; Betty Rinderle

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School – located inside southwest entrance door next to receptionist desk near nursing clinic)

D. The AED may be utilized by any individual trained in CPR and AED use.

VI. Training:

- A. Standard First Aid/CPR/AED and Bloodborne Pathogen training will be provided by a certified American Red Cross Instructor.
- B. Abuse and Neglect Recognition and Reporting training will be provided by the Board Investigative Agent or his/her designee.
- C. Erie County Board of MRDD employees will be trained in Standard First Aid/CPR/AED as set forth by requirements of the American Red Cross.
- D. Training will also be provided annually to Board staff in the following:
 - 1. Abuse and neglect recognition and reporting
 - 2. “Blood Borne Pathogens: Preventing Disease Transmission” including universal precautions, communicable disease management with review of guidelines regarding health exclusion from program activities.