

LIVE OAK ADULT DAY SERVICES

Medical Emergencies Protocol

- A. The participants shall be under the care and supervision of a staff member at all times. At least two staff present at all times when there is one or more clients present at the center. Staff ratios do not include program volunteers.
- B. All Staff shall have current certificates in First Aid & CPR.
- C. In case of emergency, exit evacuation plans are located in each room near the fire extinguishers. Please become familiar with these plans.
- D. In the event of an accident, follow the Emergency Procedures which are posted in each program room.
- E. The First Aid Kit is located in the cabinet centrally located in the Program Room, marked with Red Cross symbol. The First Aid Kit includes at least the following: First Aid Manual approved by American Red Cross; sterile first aid dressing; bandages; adhesive tape, scissors; tweezers, thermometers and antiseptic solution.
- F. Fire extinguishers are located in each room. Be aware of their locations and how to use them.
- G. Fire drills will be conducted once a month.
- H. New staff and volunteers shall not be left along with clients for their first two weeks and until the Program Director approves this level of responsibility.
- I. New staff and volunteers are encouraged to read files to become aware of each client's condition. These files are locked in the office.
- J. All staff must participate in Emergency procedures for Earthquake and be prepared to follow these procedures if an earthquake should occur during program hours.
- K. Staff should be alert to possible hazards (i.e., wet spots on floor, wheelchairs, walkers and chairs in the walking path, etc.) Wheelchairs should be locked in place whenever they are stationary.
- L. During activities, when sitting in a circle, at least two areas shall be open wide enough for a wheelchair to pass through in case of emergency.
- M. If a client begins to choke, a staff member will apply Heimlich Maneuver immediately if indicated.
- N. In the case of possible heart attack or stroke call 911 immediately.
- O. If a client falls, he or she is not to be moved from where he/she has fallen until assessment is done by Fire Department Medical Team. In the case of a client with Parkinson's disease who fall frequently, staff may make the judgment as to

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Medical Emergencies Protocol (cont'd.)

whether or not the client should remain on the floor until assessed by the Fire Department Medical Team.

P. In the event of an accident, one staff person should remain with the victim, one staff person should remain with the other clients, and one staff member should immediately notify 911, if needed.

Q. Reporting Incident/Injury: All required legal reports regarding an incident/injury shall be completed by the staff person closed to the incident/injury. If a volunteer witnessed any incident, his/her observation should be added to the Incident Report and signed by the volunteer. All incidents should be reported to caregiver ASAP.

There must be at least one person in the day program at all times who is capable of and responsible for communicating with emergency personnel. The following information shall be readily available to staff reporting emergency:

- (1). The name and address and telephone number of each client's physician and dentist and other medical and mental health providers, if any.**
- (2). The name, address, and telephone of each emergency agency, including but not limited to the police department, the fire department, or paramedic unit. There shall be at least one medical resource available to be called at all times.**
- (3). The name and telephone number of an ambulance service.**
- (4). Authorization from the client and or his/her authorized representative to secure for the client necessary emergency services.**