

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Day Enrichment Services

POLICY NO: 60-006

SUBJECT: Acute Illness or Accident Emergencies

EFFECTIVE DATE: December 1990

Policy:

Emergency medical procedures to be followed in case of illness or accident to a consumer receiving Day Enrichment Services shall be available to staff, consumers and parents or guardians.

Procedures:

1. Emergency procedures shall be posted in a central location in each facility operated by Cottonwood, Inc.
2. Emergency procedures shall be discussed as a part of consumer and employee orientation and reviewed at least semi-annually in Day Enrichment meetings.
3. In the event of a medical emergency at the Cottonwood, Inc. facility, the following procedure will be followed:
 - A. Staff person who is responsible for that consumer or is in closest proximity (first responder) will assess the situation to determine if a call to 911 is needed. All staff have the responsibility to call if necessary or direct another staff to call so that they can stay with the affected person. Basic First Aid will be administered and the coordinator of that area will be informed/consulted.
 - B. The nurse and/or support services coordinator will be responsible for: follow through, following through at the hospital if necessary, notifying physician, parents, guardian. If the individual has outside case management the respective Day Enrichment Coordinator will be responsible for handing off to the appropriate person.
 - C. A Report of Non-Vehicle Accident, Incident Report, and/or Injury, Fall, Choking Report shall be completed by the staff person attending the consumer as per policy 02-011.
 - D. For Life Enrichment: If the incident is considered a possible Workers Compensation issue, Policy 02-011 will be followed. Program recipients of Retirement Enrichment and CORE are not covered by Workers Compensation.

4. If an emergency occurs at a community space:
 - A. If it is apparent to first responder that emergency medical personnel is needed, that staff shall call 911 and provide basic first aid as necessary.
 - B. When time allows, the involved staff shall report the situation to the appropriate coordinator, director or Administrator of Services.
 - C. If other staff are present, the primary direct line staff shall accompany the consumer to the hospital until relieved of that responsibility by a support service coordinator or by another responsible individual.
 - D. A Report of Non-Vehicle Accident, Incident Report, and/or Injury, Fall, Choking Report shall be completed by the work supervisor as per policy 02-011.