TITLE:	MAJOR MEDICAL EMERGENCIES	POLICY 14.04

PURPOSE:

Policy for handling major medical emergencies.

SCOPE:

All employees.

POLICY:

All staff will be familiar with policies and procedures for handling major emergencies. Staff will respond in a timely and efficient manner when a medical emergency occurs. Stay calm and reassuring to residents and other staff. If you are in doubt about whether or not something should be considered an emergency, **call 911.** Keep all other non-essential people out of the way so that emergency crews can intervene. Stay with the resident until help arrives. Provide appropriate treatment for the resident.

PROCEDURE:

1. Assess the situation. Call 911 and summon additional help if necessary.
2. Perform appropriate first aid. Inform the Administrator and/or staff in charge.
3. Contact the resident's family and health care practitioner and complete necessary paperwork:
   a. Follow through with the physician's orders (within scope of practice, or forward to licensed staff for follow through) and instructions (i.e., send to hospital)
   b. Document the entire process including the care provided, those contacted and times they were contacted, on the incident report and in the progress notes, if applicable, in the resident's health record.
   c. Document changes as they occur in the resident's progress notes and in the incident report.
   d. If the situation worsens, or becomes more serious, notify the Administrator and/or staff in charge, the resident's family and physician.

   e. Have information ready for paramedics including:
      i. Admission Data Sheet
      ii. Medications Record
      iii. Current physicians' orders
      iv. Copy of Transfer forms
      v. Advance Directives, Code/No Code status
   f. If the resident is state-funded, notify the case manager regarding any transfer from the facility.
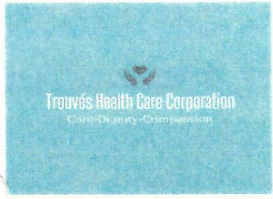
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EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES:

None