



TITLE: MINOR MEDICAL EMERGENCIES POLICY 14.03

PURPOSE:

Policy for handling minor medical emergencies.

SCOPE:

All employees.

POLICY:

All staff will be familiar with policies and procedures for handling minor emergencies. Staff will respond in a timely and efficient manner when a medical emergency occurs.

PROCEDURE:

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.

1. Staff trained in first aid will take appropriate steps to secure site and perform needed first aid.
2. An incident report is to be completed by the person witnessing the incident.
3. Notify the Administrator and/or staff in charge and contact the resident's family.
4. Document on the incident report and in the resident's progress notes, if applicable.
5. As changes occur document again on the incident report and in the resident's progress notes, if applicable.
6. Health care coordinator will provide follow up assessment and documentation including any needed revision to the service agreement.

EXCEPTIONS:

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

SUPERCEDES:

None