

Licking County Board of Developmental Disabilities
Administrative Policy Manual

**Policy: Emergency Medical Treatment and
Illness, Accident and Injury
Reporting**

Board Approved: 8/85
Revised: 10/89, 6/01, 8/10, 4/18
Reviewed: 1/10, 9/14

Section: 3.5

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POLICY

The Licking County Board of Developmental Disabilities, hereinafter referred to as the Board, is committed to protecting the health and safety of people served by the Board, staff, visitors, providers and volunteers. Consistent with this commitment, illnesses, accidents and injuries that occur while staff is working and/or an eligible person is under the care/supervision of Board staff will receive prompt attention. This includes, but is not limited to, first aid provided by staff with current first aid training and access to emergency medical care. If any person served, staff member, visitor, provider or volunteer suffers an illness or injury requiring more than routine first aid, medical attention will be sought. This includes transporting the person to their personal physician or calling the emergency squad (911).

Board buildings will have suitable first aid supplies and an Automated External Defibrillator (AED)

Emergency contact information is maintained for all staff and eligible persons. Essential health information will be collected and recorded by an eligible person's service coordinator. In case of an illness, accident or injury requiring medical attention, this information will be used to notify family members or others designated as emergency contacts. Every effort will be made to procure assistance for an eligible person or staff member with their personal physician.

All illnesses, accidents and injuries to staff, visitors, providers and volunteers will be documented on the Accident, Incident and Near Miss Report. All illnesses, accidents and injuries observed on a person the Board serves will be documented on the Unusual Incident Reporting (UIR) Form.

Early Intervention Developmental Specialists who provide direct service to people the Board supports and Safety Committee Members are required to have CPR and first aid training provided by qualified trainers. Training consistent with requirements for ongoing certification will be obtained and records kept in the personnel file.

PROCEDURES:

1. Staff that experiences a work-related illness, accident or injury should immediately notify their supervisor and seek appropriate care. The staff member shall complete an Accident, Incident and Near Miss Report within 24 hours of the illness, accident or injury. This report should be reviewed by the employee's supervisor and the employee and the original forwarded to the Director of Human Resources.
 - a. When illnesses, accidents and/or injuries to staff at work require more than routine first aid, an investigation by the Director of Human Resources or other appropriate individual designated by the Component Director is initiated within 48 hours of the incident. Investigations and recommendations for corrective action will be documented.

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- b. When a workplace accident or injury results in a blood exposure as defined in the Boards Exposure Control Plan, the procedures outlined in this plan (Section 3.07.1) must be followed.
 - c. The Board's Safety Committee will review summary reports of illnesses, accidents and injuries and corresponding corrective action to assure that appropriate follow-up and preventative measures are taken. The Board's Safety Committee may make additional recommendations to the Component Director and/or the Superintendent regarding follow-up and preventative measures.
 - d. The Director of Human Resources shall be responsible for generating and maintaining the Public Employment Risk Reduction Program (PERRP) 300P & 300 AP forms for each component. An original PERRP 300 log shall be on file at the component. An original PERRP Summary Log shall be maintained at the Board's Administrative office. The current PERRP "Summary of Work-Related Injuries & Illnesses" is posted in each building from February 1st through April 30th of each year.
2. Staff that observe an illness, accident or injury to a person served by the Board will first assure that appropriate action is taken and that emergency services (911) is called if more than first aid is required.
 - a. The staff member that witnessed the illness, accident or injury should complete an Unusual Incident Reporting (UIR)Form. This report should be generated no more than 24 hours after the illness, accident or injury and forwarded to the person's service coordinator. Written reports describing accidents and injuries will include recommendations to prevent future occurrences of the same or similar type.
 - b. If the illness, accident or injury meets the definition of a Major Unusual Incident as defined by OAC 5123:2-17-02, then the incident shall be immediately reported to MEORC consistent with procedures outlined in Section 3.02 of the Board's Administrative Policy Manual.
 - c. Illnesses, accidents or injuries that meet the definitions of unusual incidents and major unusual incidents will be evaluated for trends, patterns and potential corrective action consistent with the provisions of Board Policy 3.02 and related procedures governing incidents that adversely affect health and safety.