

# **Proper Protocol**

**Whenever a client has a medical concern, please contact your coordinator then call the ON CALL NURSE, then write an incident report or submit in STEDS (perferred) except in 911 incidents, call your coordinator 2<sup>nd</sup>, nurse 1<sup>st</sup>.**

**This is for any medical issue( a scratch, fall, temperature, and police involved incidents. Anything that is not normal for the client). If you need to call the both parties 10 times then do so for 10 separate incidents. You can never call too much and no incident is too small!**

**The safety and welfare of all involved is a priority to us!**

Anyone that can **NOT** follow **proper** protocol **WILL** be subject to disciplinary action