

INCIDENT PROCEDURES

This memo is to remind all staff of Center for Social Change policy on reportable incidents and of the proper procedures to follow during incidents that are medical as well as behavioral. It is the responsibility of all staff to:

1. Report all incidents concerning individuals under their care and staff injuries or vehicle accidents immediately to their supervisor and submit incident reports.
2. Contact the supervisor as well as the delegating nurse for all medical related incidents including bruises, injury, falls, seizure, scratches, even boils.
3. Contact 911 first for emergencies followed by contacting supervisor and delegating nurse
4. Not send any individual to the ER without the delegating nurse's directive, nor accept any individual from ER or hospital without the delegating nurse's approval.
5. Have the delegating nurse make assessments after individual returns from the ER or hospitalization.
6. Sign and follow the Nursing Plan of care.