

**Delaware Health and Social Services  
Division of Developmental Disabilities Services  
Community Services/Adult Special Populations**

Title: Treatment Of An Illness and/or Approved By:   
Injury At Day Habilitation Centers  
Written/ DDDS Policy & Records Committee Division Director  
Revised by: \_\_\_\_\_  
Revision Date: January 2009 Original Development Date: July 1992

**I. Purpose**

To establish a uniform procedure to access care and treatment for persons injured or ill while attending a DDDS Day Habilitation Center.

**II. Policy**

Immediate care and treatment shall be rendered to individuals who become injured or ill while attending a DDDS Day Habilitation Center.

**III. Application**

DDDS Community Services/Adult Special Populations Staff

**IV. Definitions**

- A. Injury: Physical harm or damage which requires medical intervention.
- B. Illness: A state of poor health

**V. Standards**

- A. Responses to medical emergencies shall be in accordance with the DDDS Community Services Emergency Medical Responses policy.
- B. A General Event Report shall be completed for each illness or injury event that requires first aid or medical treatment. A copy of the General Event Report shall be disseminated to the applicable Safety Committee in addition to the established routing procedure identified in the General Event Report Policy.
- C. The individual's family/provider shall be notified of an injury/illness, as soon as the event is stabilized.
- D. The Safety Committee shall review all General Event Reports involving injury or illness at a DDDS Day Habilitation Center on a quarterly basis. The Safety Committee shall recommend plans of improvement to the applicable Center Director.
- E. The Center Director shall monitor the implementation of plans of improvement.

## VI. Procedures

<u>Responsibility</u>	<u>Action</u>
Staff Member Observing An Individual's Illness/Injury	1. Reports illness/injury to Center Supervisor immediately.
Center Supervisor/Designee	2. Observes the individual and determines if first aid should be administered and/or if 911 should be called for emergency medical treatment/transportation. Coordinates appropriate response. 3. If the individual has to be transported by ambulance to a hospital, assigns a staff member with individual's record, to accompany the individual in ambulance or follow in a car. <b>Once the situation has been stabilized:</b> 4. Contacts the designated family member/guardian, if the ill/injured person lives with his/her family. 5. Contacts the DDDS Case Manager or Nurse Consultant if the ill/injured person lives in a DDDS supported residential placement. 6. Reports event to DDDS Program Administrator/Designee.
Designated Staff Member	7. Provides applicable information to treatment personnel at hospital. 8. Waits at hospital for case manager/nurse/provider/natural family to arrive.
Designated Family Member or Residential Support Person	9. Relieves designated staff person at the hospital. 10. Relays pertinent information to the provider/family/guardian/surrogate relative to the individual's condition and treatment.
Center Supervisor	11. Assures that designated staff has transportation if employee accompanied the individual to hospital via ambulance. 12. Completes a General Event Report and involved staff disseminates copies to Safety Committee and all other applicable persons.

**VI. Procedures (continued)**

<b><u>Responsibility</u></b>	<b><u>Action</u></b>
Safety Committee	13. Reviews General Event Report at quarterly Safety Committee meeting and offers recommended plans of improvement. 14. Forwards copy of recommended Plan of Improvement to DDDS Program Administrator/Designee.
DDDS Program Administrator/ Designee	15. Follows up on recommendations.

**VII. References**

- A. General Event Reporting Policy
- B. Emergency Medical Response Policy

**VIII. Exhibits**

None