



GENERAL MANUAL POLICY

APPROVED BY:

Executive Director

CATEGORY: Supports & Services

TOPIC: Medical Treatment

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POLICY

It is the policy of Community Living Thunder Bay that all individuals and children receiving support from the organization will receive necessary medical treatment immediately.

GENERAL MANUAL PROCEDURE

TOPIC: Medical Treatment

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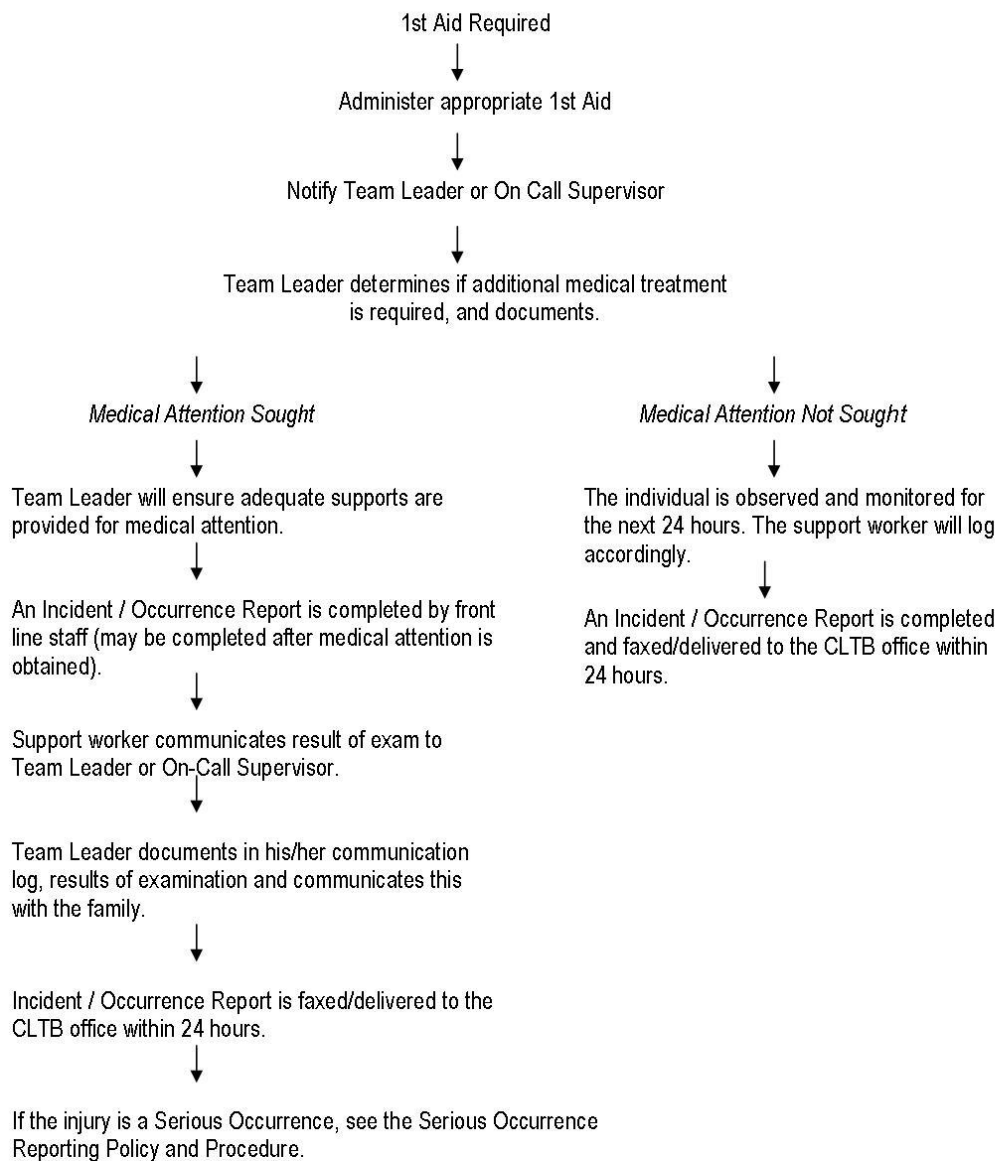
PROCEDURE (Refer to Medical Treatment Flowchart)

When 1st Aid is required (i.e. bleeding nose, cut, lacerations, choking incident, burns, hypothermia, fever (104^o), the following steps must be taken:

1. Administer appropriate 1st Aid treatment; **(In the case of a serious illness or accident that threatens the life or immediate well being of the individual, an ambulance must be called by staff.)**
2. Notify and speak directly to the Team Leader or On-call Supervisor immediately. If unable to speak with the Team Leader or On-call Supervisor, contact the Supports and Services Coordinator. The Team Leader or Coordinator will determine if additional medical treatment is required;
 - The Team Leader or Coordinator will document direction given to the support worker.
 - The Team Leader will contact the family member immediately unless notification is contraindicated.
3. Complete the Incident / Occurrence Report form. Include full details and follow-up;
 - In the event that an injury occurs away from the residence, administer 1st Aid treatment, document details of the incident immediately and transfer information to the Incident / Occurrence Report form upon returning to the residence.
 - Fax or deliver the Incident / Occurrence Report to the CLTB office immediately or at the latest, within 24 hours.
4. If there is a possibility of further injury as a result of the incident, medical attention must be sought. If there are further complications as a result of the injury, or if the seriousness of the injury becomes evident at a later date, medical attention must be sought immediately.
5. The Team Leader or On Call Supervisor will ensure that adequate resources are available to obtain medical attention. (i.e. additional staffing supports)
6. If the individual refuses medical attention, but medical attention is deemed necessary, some means of medical attention will be sought (i.e., doctor coming to home). Where applicable, an action plan will be developed and communicated to the support staff.
7. The individual will be monitored and observed for the next 24 hours or as directed by a medical practitioner to ensure no further complications result from the injury.

At Community Living Thunder Bay, in the event of doubt as to whether medical treatment is required for an individual, staff is to err on the side of caution and seek medical attention.

Medical Treatment Flowchart



At Community Living Thunder Bay, in the event of doubt as to whether medical treatment for individuals is required, staff are to err on the side of caution and seek medical attention.