

PATHWAYS ABILITIES SOCIETY

POLICY: INJURY AND/OR MEDICAL EMERGENCY

Applies to: All Personnel, Volunteers, Persons Served, Families, Advocates and Caregivers

PREAMBLE

Police

Kelowna	911	250-762-3300
Lake Country	911	250-766-2288
Westbank	911	250-762-3300

Fire

Kelowna	911	250-860-6419
Lake Country	911	250-766-5650
Westbank	911	250-768-5616

Ambulance

Kelowna	911	250-860-0054
Lake Country	911	250-860-0054
Westbank	911	250-860-0054

Poison Control: 1-800-567-8911

Kelowna General Hospital: 250-862-4000

POLICY

All incidents resulting in injury to an employee, volunteer or individuals receiving services or which may predispose an injury will be thoroughly documented in writing and promptly reported as outlined in the procedure. A cut, scratch or incision that requires a band-aid is considered an injury for procedure reporting purposes.

With head injuries, there may not be immediate symptoms. The first aid attendant assesses the severity and depending calls 911 and has the person transported to the hospital immediately. If the injury appears not to be severe enough to warrant immediate hospital transportation, the person's family member or caregiver are notified. They are encouraged to assist the person to seek medical treatment.

Employees will report all injuries within 24 hours to their supervisor. If the injured person is an employee or an individual, employed and supported by the society, the person will complete a Work Safe BC form. If the injured person is a supported individual not in an employment situation, the employee will complete a Critical Incident Report form in ShareVision.

Employee and volunteer emergency contact information is kept in their employee file and in the Employee ShareVision list. Individuals emergency contact information is kept in their binder and on their ShareVision site.

Each in-house First Aid location is clearly marked with a sign stating that it is a First Aid station. All vehicles used to transport individuals contain a first aid kit (see Transportation policy and procedures).

All Pathways Abilities Society support workers, community placement developers and supervisors are certified in Safety Orientated First Aid (Emergency Level Adult Care) and are considered a First Aid Attendant for the purposes of the following procedure. Certification is current and a confirmation copy kept in each employee's file. Supervisory or management personnel cannot overrule a First Aid Attendants decision regarding treatment and transport.

Injuries or medical emergencies are handled calmly and professionally. If the seriousness of an injury or illness is questionable, use your best judgment. If unsure consult the supervisor or management personnel for assistance.

Everybody has the right to refuse treatment. The First Aid Attendant cannot overrule their decision to seek medical aid.

An unannounced test of Injury/Medical Emergency procedures will be completed annually in the month of May.

Effective/Revision Date

1993
April 28, 2003
January 26, 2004
September 29, 2008
September 12, 2011
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February 25, 2019

Board Approval

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