

# Catholic Charities Diocese of Palm Beach, Inc.

## Policy and Procedures Manual

No. of Policy 6005

**SUBJECT:** ACCIDENTS/MEDICAL EMERGENCIES

**POLICY:** Personnel shall handle accidents/medical emergencies according to the following procedures.

### **PROCEDURES:**

- 1) In the event of an employee injury/accident on-site:
  - a) Employee (if physically able) or co-worker who discovers injured party will notify agency or director of situation
  - b) Supervisor/director and employee (if able) will evaluate the situation and decide on the level of intervention required.
    - (1) First aid kit is available in each office
    - (2) If necessary, employee may be excused from work. If stable, employee will drive home; or staff member may drive home if family member is not available.
    - (3) If the injury appears to be severe, emergency assistance (911) will be requested. The employee will be kept safe and comfortable until their arrival.
    - (4) Family members will be notified as warranted by the severity of the situation.
  - c) An incident report will be completed by the employee, witness to the injury, or supervisor/director who intervened. Follow-up as necessary will be completed to eliminate any unsafe conditions that contributed to the accident
  - d) If any staff injuries are incurred, a separate Worker's Comp First Report of Injury or Illness form must be completed. In order to do this, contact Gallagher Bassett Services at 1-877-376-2561.
- 2) In the event a client/visitor/resident/child in after school care is injured on site:
  - a) The injured party should be immediately attended and the supervisor notified. Do not leave the person unattended.
  - b) If appropriate, first aid treatment should be administered. CPR should be administered, if appropriate, by personnel certified to perform CPR. The supervisor and/or staff in attendance will evaluate the injury for need of further medical attention or a call to a child's parents. If immediate medical aid is necessary, call 911. The person should be kept as safe and comfortable as possible until emergency personnel arrive.

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- c) The staff member who arrived at the scene of an injury should complete an Incident/Accident Report form. Contact the Program Director, Division Director, or the main Catholic Charities office, if necessary.
  - d) Do not discuss the circumstances of any serious accident or incident or give any information or explanation to anyone except the police or fire department until you have consulted the proper authorities in Catholic Charities. Do not accept liability. You are protecting yourself as well as Catholic Charities in case of a lawsuit.
- 3) **Illness/Medical Emergencies**
- a) If an employee should become ill on the job, with symptoms such as chest pain, shortness of breath, dizziness, slurred speech, etc., call 911 immediately for trained medical personnel to evaluate the person's condition and transport to the nearest hospital emergency room.
  - b) **DO NOT** try to transport the employee yourself.

**AUTHORIZED DATE:** 01/11/01

**REVISED DATE:** 06/25/09