

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Consumer Related
SUBJECT: Consumer & Staff Health
EFFECTIVE DATE: November 1987

POLICY NO: 05-023
PAGE(S): 1 of 2
**Licensing Regulation
Reference:** 30-63-24
and 30-63-26

Policy:

In the provision of its services, Cottonwood, Inc. will make every effort to ensure attention is given to the health and general well being of the people it serves. If a consumer is admitted into a health care facility, such as a hospital or a skilled nursing facility for rehabilitation, the facility's staff will be responsible for providing all necessary care to the consumer. If Cottonwood, Inc. is the designated Health Care Coordinator, the Case Manager or Health Supports Nurse Manager will stay in contact to help coordinate the needed services. Cottonwood, Inc. cannot provide on-site staff support during the stay. Additionally, staff members will monitor their own personal health and avoid circumstances in which the staff member risks exposing a consumer to a contagious disease or other health problem.

Procedures:

1. Every individual applying for services at Cottonwood, Inc. will obtain a health assessment from his/her physician indicating current health status and the presence of communicable disease. Presence of communicable disease that would necessitate measures beyond service capabilities may affect admission decision.
2. Cottonwood, Inc. will promote best practices with regard to on-going preventive health care in an inclusionary manner and in accordance with licensing requirements. As such, Cottonwood, Inc. will:

Assist each person who has selected Cottonwood, Inc. as Designated Health Care Coordinator, as necessary, in obtaining the medical and dental services to which the person has access and that may be required to meet the person's specific health care needs, including the following:

- Scheduling and receiving preventive examinations and physicals;
- practicing for obtaining emergency services;
- developing individualized procedures for the administration of medications and other treatments, including training for self-medication or administration; and
- obtaining necessary supports, including adaptive equipment, and speech, hearing, physical, or occupational therapies, as appropriate.

- Non-licensed personnel shall administer medications and perform nursing tasks or activities in conformance with the provisions of K.S.A. 65-1124, and amendments thereto.
- Cottonwood, Inc.'s Health Support Nurse Manager shall train staff who shall be responsible to implement Cottonwood, Inc.'s written policies and procedures for carrying out medication administration, including the following:
 - Self-administration by any person;
 - medication checks and reviews;
 - emergency medical procedures; and
 - any other health care task.
- Whenever two or more providers provide services to the same person, the providers shall work together to meet the health care needs of the person. The person, the guardian if one has been appointed, a member of the person's support network, or a provider may take the lead coordination role, and a designation of that person or entity shall be noted in the person-centered support plan (see policy 05-050 Designation of Health Care Coordinator).

3. With regard to head lice, scabies or other parasitic infestations, it is Cottonwood, Inc.'s policy that staff and/or consumers will participate in the recommended treatment and prevention strategies, as advised by the Douglas County Health Department. Staff who refuse to take responsibility for their own treatment and who negligently or repeatedly expose others to a potential infestation may be subject to disciplinary action up to and including termination. Parasitic infestations are a nuisance and the treatment is costly in terms of staff time, available resources and discomfort to the individual.