

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Cottonwood Industries

**POLICY NO:** 20-005

**SUBJECT:** Acute Illness or Accident Emergencies

**EFFECTIVE DATE:** June 1986

**Policy:**

Emergency medical procedures to be followed in case of illness or accident to a consumer receiving Cottonwood Industries shall be available to staff, consumers and parents or guardians.

**Procedures:**

1. Emergency procedures shall be posted in a central location in each facility operated by Cottonwood, Inc.
2. Emergency procedures shall be discussed as a part of consumer and employee orientation and reviewed monthly in Cottonwood Industries meetings.
3. In the event of a medical emergency at the Cottonwood, Inc. facility, the following procedure will be followed:
  - A. Staff person who is responsible for that consumer or is in closest proximity (first responder) will assess the situation to determine if a call to 911 is needed. All staff have the responsibility to call if necessary or direct another staff to call so that they can stay with the affected person. Basic First Aid will be administered and the coordinator for that area will be informed/consulted.
  - B. The Nurse and/or Support Services Coordinator will be responsible for follow through; following through at the hospital if necessary, notifying physician, parents, guardian. If someone has outside case management the Cottonwood Industries Coordinator will be responsible for handing off to the appropriate person. i.e. Residential Provider, Parent, etc.
  - C. A Report of Non-Vehicle Accident shall be completed by the staff person attending the consumer as per policy 02-011. (for actual accidents only)
  - D. An incident report will be completed within one business day in the event of consumer injury.
4. Should an emergency occur at a worksite, the work supervisor shall do everything possible to deal with the situation following the employer's policy on emergencies.

- A. If it is apparent that emergency medical personnel is needed the work supervisor shall call 911 and provide basic first aid as necessary.
  - B. If time allows, the work supervisor shall report the situation to the appropriate Cottonwood Industries Coordinator.
  - C. If other staff are present, the supervisor shall accompany the consumer to the hospital until relieved of that responsibility by a Support Service Coordinator (SSC) or by another responsible individual.
  - D. A Report of Non-Vehicle Accident shall be completed by the work supervisor as per policy 02-011. (for actual accidents only)
5. This procedure will be reviewed by staff in Cottonwood Industries Supervisor meetings at least annually and documented in meeting minutes.
6. As part of its overall safety and emergency planning program, Cottonwood, Inc. has plans and procedures documented in "The Business Survival Plan" notebook.