

EMERGENCY RESPONSE -MEDICAL

HS 3.3

INTENT

That staff will be capable of responding in a timely and knowledgeable manner to address medical emergencies during the performance of their work.

POLICY

All medical emergencies will be responded to immediately. Information, supplies and equipment required to respond to an emergency situation will be readily available.

PROCEDURE

1. In accordance with the Human Rights Act, Freedom of Information Act and Personal Information Protection Act, all personnel, student, volunteer and client files will be periodically updated and revised, and when appropriate, will contain the following information:
 - Current medications
 - Pertinent medical information
 - Physician’s phone number
 - Current emergency contact information
2. Each worksite is required to have a staff person with current First Aid certification on site during every shift, and to prominently display a list of First Aid certified staff. These individuals have the responsibility of providing first response directives e.g. calling 911.
3. In an emergency situation:
 - “Universal Precautions” will be used (see policy – Universal Precautions).
 - Retrieve emergency information:
 - a) Staff /Student/ Volunteer information – Personnel File
 - b) Client information – Site Files (when available)
4. Completion of a Critical Incident Report is required for every medical emergency. If First Aid is administered to an employee, a First Aid Report must be completed.
5. If the medical emergency involves the injury of a staff while at work, the employee will complete WorkSafeBC Form 6A. The Payroll & Benefits Administrator will submit the required report to WorkSafeBC as applicable.
6. All attempts shall be made to ensure the victim’s comfort and privacy. Pertinent information will be provided to emergency personnel.

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: H&S Committee	FREQUENCY: Annually