

PATHWAYS ABILITIES SOCIETY

POLICY: INJURY AND/OR MEDICAL EMERGENCY

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

Original Approval Date: 1993
Date Board Approved: May 27, 2024
Replaces Policy Dated: February 25, 2019

Board Member's Signature

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 on the severity (i.e. bleeding, loss of consciousness, dizziness, confusion), 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, caregiver, or emergency contact is notified. They are encouraged to assist the person to seek medical treatment.

Employees will report all workplace injuries to their supervisor as soon as possible, or by 10:00 am the following day. If an employee is injured while traveling for work, they must still notify their supervisor or manager within 24 hours. Any expenses related to long-distance phone calls or emergency medical treatment will be reimbursed or paid by the agency.

If the injured person is an employee or an individual who is employed and supported by the society, the person calls WorkSafeBC at 1- 888-WORKERS (1.888.967.5377) to report the injury. If the injured person is a supported individual not in an employment situation, the employee supporting the individual will complete a Critical Incident Report form in ShareVision (see Incident and Critical Incident Reporting policy and procedure).

Employees' emergency contact information is kept in their employee file and in the Employee Information ShareVision list. Volunteers' emergency contact information is kept in their files and in the Agency Volunteers list in ShareVision. Individuals' emergency contact information is kept in their binder and on their Individual Information 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 and Vehicle policy and procedure).

All Pathways Abilities Society support workers, community placement developers, and supervisors are certified in Emergency Level First Aid and CPR and are considered first aid attendants. Current First Aid Certification is current and maintained for each employee, and a copy is kept in each employee's file.

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. Regardless of whether the person seeks treatment, all workplace injuries need to be reported to the supervisor or manager.

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