

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY
POLICIES AND PROCEDURES MANUAL**

Chapter: 4	Care and Treatment Services		
Section: 9	Health Care Management		
Topic: 9	Emergency Care		
Page: 1 of 3	Supersedes: Pol: Proc: 2-17-04, 7-28-98	Approval Date: Pol: 3-18-04 Proc: 9-30-06	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
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Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) that all staff having direct contact with individuals enrolled in services be trained to provide certain types of emergency care.

Purpose

This policy and procedure was established to provide guidelines regarding emergency care by staff involved with direct care for BABHA individuals enrolled in services.

Education Applies to

- All BABHA Staff
- Selected BABHA Staff, as follows: Ancillary Care, All Agency Nurses and Direct Care
- All Contracted Providers: Policy Only Policy and Procedure
- Selected Contracted Providers, as follows:
 - Policy Only Policy and Procedure
- Other:

Definitions

N/A

Procedure

1. Trained staff will provide treatment in the following for emergency care:
 - A. Minor cuts, scrapes and burns.
 - B. Nosebleeds that can be controlled in 10-15 minutes.
 - C. Seizure activity.
 - D. Emergency cardio-pulmonary resuscitation.

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- E. Performance and recording of vital signs (blood pressure, pulse, respiration, temperature).
2. The group home or individual's family will be contacted for transport to the physician, walk-in clinic or home, in the event of the following:
 - A. Any uncontrolled bleeding.
 - B. Any contusions, which may require stitches.
 - C. Any overt illness, including vomiting, diarrhea, fever, chronic pain.
 - D. Any choking incident requiring the Heimlich maneuver.
 - E. Any seizure activity not within normal scope for the individual.
 - F. Any abnormal findings per head injury assessment.
 - G. Any other condition deemed necessary by the nurse or supervisor.
3. The staff will contact Emergency Services (911) directly in the event of the following:
 - A. Any serious life-threatening injury (including severe bleeding, possible spinal cord injury, broken bones, uncontrollable seizure).
 - B. Any chest pain accompanied by respiratory distress, extremity pain, cardiopulmonary distress.
 - C. Any condition which is deemed appropriate by the nurse or supervisor.
4. Documentation for the emergency shall include: Any emergency situation resulting from an injury will be documented on an incident report form.
5. Any non-serious emergency (i.e. illness) will be documented on a nursing progress note.
6. Any head injury, or possible head injury, will be recorded on the Head Injury assessment form.

Attachments

N/A

Related Forms

Head Injury Assessment Record (G:/Clinical Services/Master Clinical Files)

Incident Report Form (G:/Clinical Services/Master Clinical Files)

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Related Materials

N/A

References/Legal Authority

N/A

SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
D. Breyer	CLT	06/21/10	Revision	Review only. Updated to person first language, no change in policy intent/procedure.
K. Withrow M. Bartlett	M. Bartlett M. Swank	06/24/13	No Changes	Triennial review: No changes to policy and procedure
S. Van Paris	S. Van Paris	7/26/19	No Changes	Triennial Review- no changes
S. Van Paris	HPC	8/17/24	Revision	Triennial review- changed reference to clinic and community nurses to include all agency nurses.