

Bergen County Special Services

Adult Services Program Policy

Title: Life Threatening Emergencies

The Board of Education recognizes its responsibility to provide for the safety and security of individuals with intellectual disabilities. The Adult Program will develop and implement written plans and procedures to provide for the protection of the health, safety and welfare of individuals enrolled in BCSS Adult Programs.

The Board of Education also recognizes that the first duty of all staff members working in Adult Programs is to ensure prompt medical attention to individuals in a potentially life threatening situation. To do this staff members working in the Adult Programs will be trained on requirements and responsibilities per the Division of Developmental Disabilities' *Division Circular 20A, Life Threatening Emergencies*. Additionally, staff members working in the Adult Programs will be advised of training requirements as detailed in the Supports Program and Community Care Program Policies and Procedures Manual.

Definition

For the purpose of this policy, "individuals with intellectual disabilities" will be interchangeable with individual served and individual receiving services.

"BCSS staff" will be interchangeable with Adult Services personnel.

"Division" will be interchangeable with the Division of Developmental Disabilities (DDD).

"Life Threatening Emergency" is defined as a situation in which a prudent person could reasonably believe that immediate action is needed to protect the well-being of an individual receiving services. The Division defines a "Life Threatening Emergency" as the protection of an individual served "from an immediate threat or actual occurrence of a potentially fatal injury, impairment to bodily functions or dysfunction of a bodily organ or part."

"Physician Orders for Life Sustaining Treatment" will be interchangeable with "POLST", specific medical order signed by a physician to be honored by health care workers during a medical crisis.

"Do Not Resuscitate" will be interchangeable with a "DNR", a medical order written by a physician to not provide CPR if breathing stops or the heart stops beating.

"CPR" will be interchangeable with cardiopulmonary resuscitation.

"CPR/FA" will be interchangeable with cardiopulmonary resuscitation and first aid.

General Standards

Staff members working with individuals with intellectual disabilities in BCSS Adult Programs are responsible to call 911 immediately in a situation which a prudent person could reasonably believe that immediate intervention is needed to protect the well-being of an individual receiving services. This includes the threat or actual occurrence of a potentially fatal injury, impairment or dysfunction of any organ or part of the body.

General Procedures

1. When only one staff member is present when a life threatening emergency occurs than that staff member shall call 911 and, if he/she is trained to provide immediate assistance, shall use their training to provide assistance.
2. When two or more staff members are present when a life threatening emergency occurs, one staff shall call 911 and the other staff member shall use their training to provide assistance. After the 911 call has been made, the two staff members may work in tandem to continue assistance (i.e. CPR).

Each staff shall call out the particular responsibility they are assuming. To do this one staff member can state loudly they are calling 911, and request the other staff member perform CPR. It is vital that staff members involved use personal names to identify clearly who is responsible for calling 911 and who will provide assistance to the individual served.

3. A staff member need not call 911 if another staff member has already called 911 about the life threatening emergency.
4. Every call to 911 in a life-threatening emergency is reportable per the Division under the Unusual Incident Reporting Management System, *Division Circular # 14, Reporting Unusual Incidents*.
5. When the person suffering the life threatening emergency has a DNR Order or POLST in effect, existence of the DNR Order or POLST does not relieve the staff member of the responsibility to call 911. Staff shall call 911 if there is a life threatening emergency, but turn over or make emergency responders aware of the DNR or existence of the POLST.
6. If an individual experiences chronic seizure activity, a licensed medical practitioner may provide a prescription or standing order to the facility defining when 911 should or should not be called citing the individual's seizure activity as not typically a life threatening emergency. This information will be detailed and updated on an annual basis on each individual's Seizure Action Plan.

911 Call Procedures

1. Include the address or location of the emergency;
2. The telephone number where the emergency is located;
3. A brief description of the problem including whether the individual(s) is conscious and/or breathing;
4. The name of the staff member calling 911; and
5. Once the call has been made the staff member shall stay on the line if necessary to respond to questions from the 911 operator.

Every 911 call made in a life threatening emergency is reportable to the Division, as per Division Circular # 14, Reporting Unusual Incidents.

Failure to Call 911

Failure to call 911 in a life threatening emergency is reportable to the Division, as per Circular # 14, Reporting Unusual Incidents. The Division will maintain a record of all reports in which it is identified that a 911 call was not made in a life threatening emergency, and any other instance in which the Division determines that a 911 call should have been made.

As per Division Circular 20A: Life Threatening emergencies, the Division will conduct a review of incidents when a 911 call was not made and/or any complaints that a 911 call was not made to determine whether there was a life threatening emergency.

Upon review, the Office of Investigations/Provider Performance and Monitoring Unit may be asked to conduct an investigation of a specific incident. If in the course of an investigation it is determined a staff member is in violation of N.J.S.A. 30:6D-5.3, the Division shall notify the staff member of this determination by certified mail. A copy of this determination will be sent to the Superintendent. The notice of violation will include: the section of the statute or rule violated; stated facts which constitute the violation; the amount of the imposed penalty; and advisement to the staff member of how the notice of violation may be appealed and referred to Office of Administrative Law.

The District will include any determination and subsequent appeal in the staff member's personnel file, and additional action may be taken.

Mandated Staff Training

All staff members working in BCSS Adult Programs must receive certification in CPR and First Aid. CPR and First Aid training is mandated for DDD/Medicaid approved agencies providing services to individuals in the Supports Program and the Community Care Program. Each staff member must be recertified in CPR and First Aid every two years.

It is the employee's responsibility to track certification dates and ensure they are in compliance with the two year recertification requirement. Lack of timely recertification may impact staff members' employment status.

BCSS representatives will inform staff members of cooperating trainers, appropriate class schedules and the mechanism by which they can reserve a seat in a CPR/FA training class. It is vital that the staff member plan to take a recertification class well before their respective expiration dates. The initial CPR/FA class, and recertification every two years, may be taken as a school business day with any fees incurred paid by the District. If additional classes are required to achieve the certification and/or recertification, the staff member may be asked to take the class at their own expense and on their own time. If the staff member takes CPR on their own it must be conducted by a "Nationally Certified Training Program".

It is expected that each staff member will maintain their CPR/FA certification and subsequent recertification in good standing to ensure the safety of all program participants and to be in compliance with standards set forth for DDD/Medicaid approved provider agencies. BCSS is an approved DDD/Medicaid qualified provider; and, as such staff members must complete all training requirements to ensure active employment status.