## Idaho Department of Juvenile Corrections Administrative Policy/Procedure

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SUBJECT: EMPLOYEE/VISITOR MEDICAL EMERGENCY

CATEGORY: HUMAN RESOURCES

## **Policy**

The purpose of this policy is to ensure that any employee or visitor who experiences a medical emergency while on the premises of any Idaho Department of Juvenile Corrections (IDJC) operated facility will have guidance on how to assist and report an emergency medical situation.

It is the expectation of the IDJC that employees or visitors who experience a medical emergency need to be attended to in a manner that provides proper care and assistance within the qualifications of available staff.

It is therefore the policy of the IDJC that all supervisors and employees shall accept responsibility for responding to a medical emergency in a manner that is consistent with the procedures outlined in this policy.

## **Operating Procedures**

## Definitions:

**Life-Threatening Medical Emergency**—A situation where the individual is experiencing severe pain, having difficulty breathing or not breathing at all, confused or irrational, unconscious, and/or unable to verbally respond.

**Non-Life-Threatening Medical Emergency**—A situation where the individual is conscious, rational, and able to verbally respond.

- I. IDJC Staff Responding to a Life-Threatening Medical Emergency
  - A. Call 911
  - B. Request a staff member trained in Emergency Care (First Aid/CPR) to assist.
  - C. If there are no Emergency Care trained staff available, provide care as instructed by 911.
  - D. Notify the individual's emergency contact, Division Administrator, and Duty Officer as soon as possible.
  - E. Complete a Non-Juvenile Incident Report form (DJC-175).

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- II. IDJC Staff Responding to a **Non-Life-Threatening** Medical Emergency
  - A. Seek help from staff trained in Emergency Care, if needed.
  - B. If further medical attention is needed, assist individual with transportation to an appropriate medical facility.
    - 1. Determine if ambulance is needed, if individual can drive themselves, or whether a family member, friend (non-IDJC employee), or other mode of transportation is available to transport individual to receive treatment.
    - 2. With approval of Superintendent / DO / Division Administrator, staff may transport the individual in a state vehicle either to their home or to a medical facility if the individual is unable to transport themselves or have a family member or friend transport them.
  - C. Notify <u>Control</u>, DO and Division Administrator, as applicable, of the incident as soon as possible.
  - D. Complete DJC-175 form.
- III. For work-related illness or injuries, follow Work-Related Employee Injury or Illness (375) policy and procedure.

Reference: Glossary of Terms and Acronyms

Desk Manual(s): None

Related Policies: Work-Related Employee Injury or Illness (375)

<u>Documentation of Incidents</u> (600)

Related Forms: Non-Juvenile Incident Report (DJC-175)

Employee Supervisor Accident Report (DJC-045)

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