

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued 5/24

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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure a healthy and safe environment for the individuals we serve and the general public. SCCCMHA’s physical environment shall show evidence of ongoing attention of Safety practices, reduction of health safety risks, and an overall concern for health and safety.

III. DEFINITIONS:

- A. AED (Defibrillator): A mechanical device used for definitive treatment of life threatening cardiac emergencies.
- B. Critical Incident: Any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or well-being of an individual. Examples may include: acts of aggression or violence, biohazard incidents, sexual assault, etc.
- C. Medical Emergency: Life-threatening or serious condition that requires the assistance of trained medical professionals and would necessitate a call to EMS/ambulance and includes, but not limited to:
 - 1. Cardiac and/or respiratory distress
 - 2. Severe bleeding
 - 3. Acute conditions such as: severe asthma attack, ongoing seizures or diabetic emergency
 - 4. Stroke
 - 5. Poisoning
 - 6. Trauma – induced fractures
 - 7. Multiple injuries
 - 8. Anaphylactic reaction

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9. Overdose.

- D. Minor Injury: An injury that does not warrant professional attention. Such injury may or may not require First Aid treatment.
- E. Non- Life Threatening: An event that requires professional medical attention. The professional can be a SCCCMHA RN or MD. This event may or may not require First Aid treatment, but it requires a professional consultation.

IV. STANDARDS:

- A. Form [#0914 Non-Employee Accident Report](#) will be made available and offered to the visitor who incurs an accident on SCCCMHA premises.
- B. Non-Employee Accident Reports may be filed with Michigan Municipal Risk Management Authority (MMRMA), the Agency's insurance carrier when necessary.
- C. Form #0914 Non-Employee Accident Report(s) are maintained in a central file at Administration.

V. PROCEDURES:

A. **Staff Reporting Accident**

- Staff who sees or is made aware of an accident determines if 911 should be called.

If Medical Emergency

- Calls or assigns someone to call 911 if EMS is needed.
- Stays with individual until EMS arrives.
- Provides information to first responder(s) as needed.
- Completes form #0914 Non-Employee Accident Report as completely as possible (in absence of injured individual).

If Non-Life Threatening

- Assists individual.
- Calls or assigns someone to use Informacast to call for assistance.
- Ensures individual is stable and in a safe location for their condition (e.g., seated, etc.)

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9. Assesses need for First Aid.
10. Applies First Aid, if needed.
11. Requests individual to complete #0914 Non-Employee Accident Report, assisting as needed.
12. Ensures all sections of the Non-Employee Accident Report are fully completed including:
 - a. Individual's contact information
 - b. Date of birth
 - c. Date and time of accident
 - d. Location of accident
 - e. Body part(s) injured (arm, leg, hip head, foot)
 - f. Type of injury (scratch, scrape, burn, laceration, bump, bruise)
 - g. Case number, if applicable
 - h. Description of how accident happened
 - i. Signature of (injured) person
 - j. Witness(s) to accident
 - k. Witness contact information
 - l. Police report number, if applicable
13. Submits completed #0914 Non-Employee Accident Report to Safety Chairperson or Chief Operating Officer within 24 hours of accident.

B. Safety Chairperson

1. Reviews #0914 Non-Employee Accident Report for completeness.
2. Adds accident report number to form.
3. Maintains a copy and forwards original report to Chief Operating Officer.

C. Chief Operating Officer

1. Inform Safety Chairperson of Non-Employee Accident and accident report number (if receiving the report directly from staff).
2. Files a claim with MMRMA, when necessary.
3. Follows claims process through completion.
4. Maintains a file of Non-Employee Accident Reports.

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VI. REFERENCES:

- A. CARF Health and Safety
- B. [#0914 Non-Employee Accident Report](#)

VII. EXHIBITS:

None

VIII. REVISION HISTORY:

Dates issued 05/16, 05/17, 05/18, 05/19, 07/20, 05/21, 05/22, 05/23.