

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: First Aid and Health-Related Crisis Response	PAGE <u>1</u> OF <u>5</u>
	NUMBER: 12-CTA-04
RULE/CODE REFERENCE:	SUPERSEDES: 12-CTA-04 dated 09/13/13
RELATED ACA STANDARDS: 2-CTA-3C-01; 2-CTA-3F-01 2-CTA-3F-02;2-CTA-3F-03; 2-CTA-3F-04	EFFECTIVE DATE: October 13, 2014
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to set guidelines for CTA employees in reference to the preparedness for and the response to any First Aid and/or health-related crisis involving staff, students, visitors or inmate workers.

III. APPLICABILITY

This policy applies to all Corrections Training Academy (CTA) employees who have contact with other department employees, CTA students, visitors and inmate workers.

IV. DEFINITIONS

A.E.D. - Automated External Defibrillator

C.P.R. - Cardiopulmonary Resuscitation

E.M.S. - The local emergency medical service.

Employees - All staff who have contact with students, visitors, other staff, or inmates.

First Aid Kit - A kit containing basic first aid items.

Health-Related Crises - An event during which a person's health is in jeopardy and/or requires intervention by trained staff members or E.M.S.

Injured Person - A student, visitor, staff member, or an inmate who is ill or injured.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that the Corrections Training Academy shall provide trained persons to respond to health-related situations, initiate first aid to the ill and/or injured employee, student, visitor, or inmate.

VI. PROCEDURES

A. General

1. Staff of the Corrections Training Academy shall be trained in the following areas:
 - a. C.P.R.;
 - b. Response to health-related crises administration of emergency first aid;
 - c. First aid kit locations;
 - d. Methods of obtaining additional assistance;
 - e. Appropriate documentation;
 - f. Proper notification of designated individuals.
2. For all regular, full-time CTA employees, the CTA Program Administrator 1 or his/her designee shall ensure that all new CTA employees complete an Emergency Information form (DRC1758). The Program Administrator 1 shall obtain an updated (DRC1758) from all CTA staff annually.
3. When completed by CTA staff, the DRC1758 forms shall be maintained in the Superintendent's Office. An online server folder with the CTA staff (DRC1758) forms shall be accessible to CTA Executive Staff. This form shall be used for emergency purposes only.
4. For all students and/or participants staying overnight at CTA, each individual shall fill out a CTA Student Emergency Contact Information form (DRC1854) provided by the sergeant or staff member issuing keys. The forms shall be maintained in a 3-ring binder in the sergeant's office. At the end of the training session, the student's/visitor's emergency form shall be shredded. This form shall be used for emergency purposes only.
5. For the inmate workers who work on the grounds of the CTA, inmate medical information shall be maintained at the Pickaway Correctional Institution or other correctional facility in accordance with Department Policy 07-ORD-11, Confidentiality of Medical, Mental Health and Recovery Services Information.

B. Student/Staff Illness or Injury

1. Upon notification of an ill or injured employee, student, visitor or inmate, and if a CTA CPR-certified staff member is not already on the scene, they shall respond within four minutes during regular business hours to assist the ill/injured person.
2. The following procedure shall be followed for ill and/or injured persons during regular business hours (7:45 A.M. – 5:00 P.M.)
 - a. All persons who become ill and/or injured shall notify a CTA staff member.
 - b. All persons who happen upon an ill and/or injured person shall notify a CTA staff member.
 - c. The notified staff members shall do an immediate assessment of the injury or illness and provide the appropriate first aid treatment for the injury or illness.
 - d. If the injury or illness is of such a nature that the staff member is unable to control or solve the problem, the 24-hour E.M.S. shall be notified by CTA staff shall call 911. The Emergency/Service Request form (DRC1378) shall be completed by the staff person who calls 911.
 - e. The involved staff member(s) shall assist the person in completing the online Accident/ Illness Report (DRC1796E), if the ill and/or injured party is unable to do so. The staff person and the ill/injured party shall also complete an Incident Report (DRC1000).
 - f. All non-DRC students shall complete the Accident/ Illness Report (DRC1796E) online with the help of a staff member. A copy of the form shall go with the Non-DRC student and it shall be their responsibility to give the form to their appropriate authority. The CTA program manager shall ensure a copy of the report is provided to the non-DRC agency and CTA Safety and Health Coordinator.
3. The following procedure shall be followed for persons that become ill and/or injured after regular business hours (5:00 P.M. through 7:45 A.M.)
 - a. All persons who become ill and/or injured and need assistance should call the Pickaway Correctional Institution (P.C.I.) Control Center by dialing “0” from dorm hall phones or dial 911 direct from a cell phone to report the illness or injury and request assistance.
 - b. The PCI shift commander shall contact the CTA Superintendent and/or the Assistant Superintendent and provide a verbal account of the incident. Written incident reports (DRC1000) shall be completed by all staff members involved prior to departure from their shift.
4. If a student/staff member experiences a health-related crisis, which requires transport to a local hospital or emergency room, depending upon the seriousness of the situation, the Superintendent or his/her designee shall promptly contact the person designated on the DRC1854. The Superintendent or designee shall provide the location where care is to be administered and other information as permitted.

C. Inmate Worker Illness or Injuries

1. If an inmate worker is injured or becomes ill while at CTA and requires medical assistance that cannot be addressed through basic first aid alone, the CTA staff member supervising the inmate shall contact the on-duty sergeant/officer and PCI Control Center to report the illness or injury. The supervising staff member shall complete an Incident Report (DRC1000) regarding his/her actions in response to the inmate's injury or illness.
2. In the event the inmate requires immediate medical assistance, the staff member at the scene shall provide medical assistance in conjunction with the staff member's level of training. At the first opportunity, a CTA staff member shall contact the PCI Main Control Center (814-2217) to report the inmate's injury and request a PCI supervisor be dispatched to the scene. The CTA staff member shall provide as much information (i.e., who, what, where, when) to the Control Center officer as possible.
3. Based on the extent of the injury, it shall be the decision of the PCI personnel to decide whether to contact E.M.S. All DRC staff members involved in the medical response to the inmate's injury or illness shall complete an Incident Report (DRC1000). The original Incident Reports shall be forwarded to the Pickaway Correctional Institution's Managing Officer with copies forwarded to the CTA Superintendent.

D. First Aid Kit Locations and Procedures

1. Anytime a kit is used, an Incident Report (DRC1000), shall be completed and submitted to the Safety and Health Coordinator. Likewise, the Employee Injury/Illness Report (DRC1796E) shall also be completed and submitted to the Safety and Health Coordinator in accordance with Department Policy 10-SAF-14, Injury Prevention Plan.
2. During the required monthly inspections, the Safety and Health Coordinator shall check each first aid kit seal and initial the tag.
3. First aid kits shall be maintained in and/or provided for the following areas:
 - a. Parkview - Two kits: one located in the front entrance, one in the kitchen utensil room.
 - b. AT Building - Two Kits: one located in the AT office; one in the Gym Office. In addition, the A.E.D. is located in the main AT office.
 - c. Armory - Six kits for range use.
 - d. Oakwood, Pinewood, Briarwood, and Beechwood - One kit per building located by the drinking fountain.
 - e. CTAC - Kit is located in the hallway.
4. First Aid Kit Contents
 - a. CPR mask;
 - b. Latex gloves;
 - c. Biohazard bag;
 - d. Pressure bandages/dressing.

Related Department Forms:

Incident Reports	DRC1000
Emergency Information	DRC1758
Employee Injury/Illness Report	DRC1796
CTA Emergency Contact Information	DRC1854
Emergency/Services Request	DRC1378