

Chapter: Medical & Healthcare Services  
Subject: Emergency Medical Plan & First Aid Supplies  
Section: 10.1  
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ODJFS Rule: 5101: 2-9-09  
Reviewed/  
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NRTC has a written medical emergency plan that includes:

1. Current emergency telephone numbers for fire, emergency squad, police, poison control and security services:
  - Emergency phone numbers are posted in the administrative and supervisor offices, the staff control room and are located in the staff logbook on each unit.
    - Fire & Emergency: 911
    - Montgomery County Sheriff: 225-4357
    - Jefferson Township Fire Department: 937-262-3580 ext. 212
    - MCJC Intervention Center-225-4141
    - MCJFS-Children's Services Division-937-224-5437
    - Children's Medical Center-937-641-3000
    - Suicide Prevention Center Hotline-937-229-7777
    - Poison Control: 800-222-1222 or 937-222-2227
    - Siemens (fire alarm) 513-742-5590 or 1-800-321-7400 Account #H9085  
Password:County
2. Location of first aid supplies: There are first aid supplies in each residential living unit, in each area of the building used for physical recreation and in each vehicle used, owned, leased or rented by the residential facility to transport youth. All first aid supplies will be stored in closed containers and accessible to staff at all times.
  - First aid kits are located in the control room, on each living unit (Male/NRTC units, AOD unit, Female Unit), in the gym, as well as in all of NRTC's vehicles.
  - An Automated External Defibrillator (AED) is located in the control room.
3. General instructions for medical emergencies including supervision of youth during the emergency: In the event of a medical emergency, staff members on duty should:
  - Administer first aid and call 911 for an ambulance, if necessary.
  - Obtain the youth's Medical Consent form from his or her file located in the control room, and give it to emergency personnel.
  - Notify the director or supervisor on duty, or call the on-call manager if after normal business hours.
    - The supervisor, or designee of, is responsible for accompanying the youth to the hospital and transporting him back to NRTC when appropriate.
    - The supervisor is also responsible for calling in additional staff, if necessary, to ensure the other residents are appropriately supervised.
  - Notify the youth's parent/guardian and the youth's Probation Officer.

- Document the incident and outcome in a Critical Incident Report.
  - If less than hospital emergency room care is sufficient, the Director or supervisor consult with NRTC's contracted physician for instructions on proper care for the youth.
  - All child care staff members at the Center are to maintain current certification in First Aid, Adult & Child CPR and AED use.
4. General instructions in case of illness of a youth:
- Staff members should notify the youth's probation officer and contact the youth's parent/guardian. If necessary, the parent/guardian may transport the youth to their preferred physician. The probation officer may also schedule an appointment with NRTC's contracted physician and have staff transport the youth, in the event that the parent/guardian is unable to make other arrangements.
  - Youth who are ill are to remain in bed for the day, including during school hours. Staff shall make frequent, regular checks on the youth to monitor their condition.

NRTC shall document that each employee is trained in implementation of the emergency medical plan.

1. The emergency medical plan is included in the initial orientation training of new staff members. Staff members also review the plan annually during a regularly scheduled training session. This training is documented in each employee's training record.

A copy of the emergency medical plan shall be accessible at all times to staff working with youth.

1. The emergency medical plan is included in the Safety & Emergency Procedures, which are posted in the staff office in the control room.