

<b>WOODLAND CENTERS, INC. Policy Manual</b>	<b>APPROVED:</b>  <b>CONCURRED:</b>	<b>POLICY NO. WCI-S-609</b> <b>EFFECTIVE DATE: 03/2003</b> <b>REVISION DATE: 01/2004</b> <b>Page: 1 of 2</b>
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- I. SUBJECT: First Aid Plan
- II. APPLICABILITY: To all full-time, part-time, and contract employees, students and trainees, and Independent Contractor.
- III. PURPOSE: To establish a first aid plan for the agency including maintaining first aid kits and providing first aid training.
- IV. POLICY STATEMENT: It is the policy of Woodland Centers, Inc. to maintain and safe and healthy environment for staff, clients, and visitors and to be in compliance with all applicable laws, standards, and regulations regarding the availability of staff trained in first aid, as well as the availability of first aid supplies for emergencies.
- V. PROCEDURES
  - A. First Aid Kits
    1. First Aid Kits will be maintained in the following locations:
      - a. Reception (all sites)
      - b. Crisis Stabilization Unit (Gallia)
      - c. Kitchen (all sites with kitchens)
      - d. Annex Restroom (Gallia)
      - e. All agency vehicles
      - f. In addition, small first aid kits with basic supplies (gloves, mouthpiece for resuscitation, bandaids, antiseptic cream, wet wipes) will be issued to case managers and Safety Committee members. These small kits will be inspected/replenished as part of all-staff meetings twice per year, or sooner if requested.
    2. First Aid Kits are inspected monthly by the Maintenance Department. Supplies are replaced as needed. The Maintenance Department is responsible for ordering and maintaining supplies for the first aid kits.
    3. See WCI-S-600 for the Safety Inspection Checklist which contains the list of supplies in each first aid kit.
  - B. First Aid Training
    1. First Aid Training will be offered to employees at least twice a year.
    2. See WCI-P-321 for list of employees required to have First Aid training. Staff who provide Crisis Intervention Services will have first aid training, in accordance with ODMH rules.

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3. There will be at least one person on duty at all times who is certified in First Aid.
4. The appropriate use of first aid will be included as part of the agency's emergency plans and drills (See WCI-S-606).

C. Person Protective Equipment

1. In accordance with Universal Precautions, Personal Protective Equipment (PPE) is available at all sites in the following locations:
  - a. Reception (all sites)
  - b. Kitchen (all sites with kitchens)
  - c. Crisis Stabilization Unit (Gallia)
  - d. Annex Restroom (Gallia)
2. All staff will receive training in bloodborne pathogens as part of their orientation (See WCI-P-321), including the use of PPE.

D. Emergency Assistance

1. Each First Aid Kit contains instructions for basic first aid and life threatening situations, including how to contact emergency medical technicians or paramedics.
2. Emergency telephone numbers are posted at each site as follows:
  - a. In Gallia, 9-911.
  - b. In Jackson, 911.
  - c. In Meigs, 992-3371.

*(Note: In addition to this policy, the First Aid Plan consists of the following: WCI-S-600 Safety; WCI-P-321 Training and Development; WCI-S-605 Transportation; WCI-S-606 Disasters and Emergencies; WCI-S-602 Infection Control; and the EMERGENCY CARE GUIDE – What To Do Until Help Arrives.)*

For questions regarding this policy, contact the Safety Officer.