## Medical Emergencies

### When an employee is in need of emergency medical treatment, the Program Operator/ designee will contact EMS, and take appropriate, subsequent action.

### The employee’s emergency contact will be notified and requested to meet the employee at the place of medical service, if possible.

### An Incident Report Form will be completed and kept on file with the Program Operator. The employee must fill out the Incident Report form within twenty-four (24) hours of injury.

### The operator of the program shall notify the appropriate funders within twenty-four (24) hours after the occurrence of an incident that may cause imminent danger to the safety of the clients, participants or staff of the program, or a visitor to the program.

### First aid equipment and precautions:

### -A first aid kit will be kept at the Administration office and many of the office rooms.

### -Latex gloves are included in the first aid kit for use by all employees to avoid contact with blood and other bodily fluids.

### -Waste that contains bodily fluid should be double bagged to prevent contamination.