

# **PENTICTON AND DISTRICT SOCIETY FOR COMMUNITY LIVING**

## **POLICY: INJURY AND OR MEDICAL EMERGENCY**

**SERVICE AREA:** ALL AREAS

**APPLIES TO:** ALL PERSONNEL, SERVICE RECIPIENTS, STUDENTS, VISITORS  
AND VOLUNTEERS

### **PREAMBLE**

This policy establishes the procedures for reporting, documenting, and responding to medical emergencies or injuries involving employees, students, volunteers, or service recipients. It ensures that incidents are handled promptly and professionally, with clear guidelines for First Aid response, reporting requirements, and the rights of individuals involved in the incident. The policy aims to maintain a safe environment and ensure appropriate care and documentation in the event of an injury or medical emergency.

### **POLICY**

This policy outlines the procedures for the documentation and reporting of medical emergencies or incidents resulting in injury to employees, students, volunteers, or service recipients. All incidents will be thoroughly documented and reported promptly.

Employees must report all injuries to their Program Coordinator within 24 hours. In cases where the injured individual is an employee or a service recipient employed and supported by the Society, a Workers Compensation Board (WCB) form must be completed. For service recipients not in employment, a Critical Incident Report form must be completed by the employee.

Each First Aid station will be clearly marked with a sign indicating its location.

All employees, excluding service recipients, will be certified in First Aid and are designated as First Aid Attendants for the purposes of this policy. Certification must remain current, and a copy of the certification will be maintained in the employee's personnel file.

Supervisory personnel cannot override the decisions made by First Aid Attendants regarding the treatment and transport of an injured person.

In the event of an injury or medical emergency, the situation must be handled calmly and professionally. If the severity of the injury or illness is uncertain, employees should use their best judgment and consult the Program Coordinator or Operations Manager for further guidance.

An injured employee, student, volunteer, or service recipient has the right to refuse treatment. A First Aid Attendant cannot override the decision of an individual to seek or decline medical assistance.

## PROCEDURE

The Injury and/or Medical Emergency Procedure is outlined in the Emergency and Safety Plan (also referred to as the Emergency Plan or Disaster Plan) for each Penticton and District Society for Community Living (PDSCL) operational site.

Each site's Emergency and Safety Plan includes detailed procedures for responding to Injury and/or Medical Emergencies, ensuring a prompt, coordinated, and effective response that aligns with established safety protocols.

Since each site varies based on its demographic, service recipients, and worksite structure, a tailored procedure is implemented for each location within the framework of their specific Emergency and Safety Plan.

For detailed, site-specific procedures, please refer to the corresponding Emergency and Safety Plan for your location.

<b>EMERGENCY AND SAFETY PLAN</b>	<b>WORKSITE ADDRESS</b>	<b>DEPARTMENT</b>
Housing and Finance Emergency and Safety Plan	439 Winnipeg Street Penticton, V2A 6P4	Housing Office, Administration
Compass and Skaha Emergency and Safety Plan	1714 Main Street, Penticton, V2A 5G8 1722 Main Street, Penticton, V2A 5G8 2872 Skaha Lake Road, Penticton, V2A 6G1	Compass House Shelter, Compass Court, Skaha Motels
180 Emergency and Safety Plan	180 Industrial Avenue, Penticton, V2A 6X9	Day Services, Employment, Youth, Outreach, Community Inclusion
Chestnut Assisted Living Emergency and Safety Plan	453 Winnipeg Street, Penticton, V2A 5M6	Chestnut Place including Kitchen and Janitorial
Creekside Emergency and Safety Plan	524 Pickering Street, Penticton, V2A 4H2	Community Inclusion, Outreach
Reeds Corner Emergency and Safety Plan	885 Fairview Road, Penticton, V2A 5Y7	Community Inclusion, Outreach
Bruce House Emergency and Safety Plan	146 Bruce Court, Penticton, V2A 6C4	Bruce House, Bruce Court
Murray House Emergency and Safety Plan	110 Murray Drive, Penticton, V2A 7E4	Murray House