

LOTUS RECOVERY HOUSE REPORTABLE INCIDENT POLICY

Purpose: To establish a policy that ensures minor and major incidents, accidents or injuries, which occur on the Lotus Recovery House (LRH) property or while doing activities undertaken on behalf of the Lotus Recovery House, are reported and investigated.

1. Policy Guidelines

- A. A reportable incident is one in which results in personal injury, a near miss incident or accident that could have resulted in injury or property damage; involves a fire or explosion; involves any unsafe practices and unsafe acts; occurs to any Lotus staff, visitor or resident while on the Lotus Recovery House property or occurs during the course of Lotus sponsored events on or off the property.
- B. LRH staff will report all incidents involving themselves, residents or visitors according to this policy and within 24 hours of the incident.
- C. LRH should fill out the Lotus Recovery House Reportable Incident Form and submit it to the Director.
- D. If a medical emergency appears to be potentially life threatening, or if the person refuses permission to call for medical assistance, LRH staff is to make a reasonable decision whether to summon an ambulance.
- E. The LRH Director will promptly investigate the circumstances of any accident and document action taken. The purpose of the investigation is to provide a systematic effort to gather all relevant facts, to establish responsibility, to identify trends that might be developing, and to determine why and how the incident occurred in order that conclusions and recommendations can be made to provide a safer work environment and prevent a recurrence.
- F. LRH staff *injured* (with a non-life threatening injury) *as a direct result of doing their job*, must immediately report the injury to the Director. All LRH staff members who are employed directly by the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties must follow the Board Health and Safety: Reporting of Unusual Incidents Policy.
- G. In the case of a critical (life threatening) injury, the priority is to obtain prompt treatment for the individual. An ambulance is to be summoned and the person taken to the closest emergency room.
- H. In cases of a serious injury, the hospital emergency room should be called to provide a description of the person's injury.
- I. The LRH staff will contact the injured person's emergency contact listed in the individual's personnel file, resident file or as communicated by a visitor. In the case of the Director being the involved party, the Executive Director of the MHRSB will make the contact.
- J. Staff should stay with the injured person until relieved by ambulance personnel.
- K. The injured or ill person **should not** attempt to drive him/herself to the hospital.
- L. The area where the accident or injury occurred should be made safe, and any immediate danger removed (if safe to do so). If the accident is of a serious nature, the area involved may be cordoned off and access restricted until an investigation has been completed.
- M. After appropriate treatment has been given, staff is to complete the Incident Report form.
- N. LRH staff and residents will receive training in safety and safe practices as deemed necessary by the LRH Director.
- O. Incident reports are reviewed annually by the LRH Director for the following purposes:

- a. Ensure use of proper procedures for medical incidents;
- b. Identify patterns and trends;
- c. Identify corrective action needed regarding Incident; and
- d. Identify training needs.

Approved By: 

Date Approved: April 16, 2020

Date Revised: N/A