

# OREGON STATE HOSPITAL

PORTLAND – SALEM

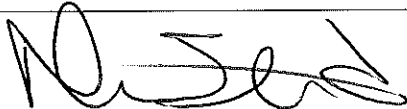
## POLICIES AND PROCEDURES

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**SECTION 8:** Safety, Security, Emergency Management      **POLICY: 8.002**

**SUBJECT:**      **Emergency Medical Care Provided to the  
Public and OSH Staff**

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**APPROVED:**      **NENA STRICKLAND  
INTERIM SUPERINTENDENT**

**DATE:** April 15, 2010

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### I.      **POLICY**

All Oregon State Hospital (OSH) personnel shall render assistance to any person stricken with a sudden incapacitating illness or injury on the facility grounds and surrounding areas of both OSH-Portland and OSH-Salem. Oregon State Hospital shall offer reasonable care in determining whether an emergency exists, shall render lifesaving first aid, including access to an Automated External Defibrillator (AED), and make appropriate referral to the nearest organization that is capable of providing needed services.

### II.     **PROCEDURES**

#### A.      Employee shall:

1.      Provide such emergency care as is immediately required by the afflicted person's condition to the extent of the staff person's competence and technical skills.
2.      Call Communications Center (Salem) or Reception (Portland) for 911 assistance if determined necessary and stay on line for three-way conversation with 911.

B.      The Communications Center (Salem) or Reception (Portland) shall be responsible to contact 911, the family if person is known, Safety Officer or others needing to know after consulting with the staff person directing the assistance.

C.      In the case of poisoning/chemical ingestion, 911 and the emergency room need to be informed of the agent involved so they can access Poison Control Center in Portland and be prepared for arrival of the person needing care. Should it be determined that the poisoning/chemical

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ingestion does not need emergency care, the Poison Control Center can be accessed for information by calling 9-1-800-222-1222.

- D. Persons who come to OSH-Portland seeking psychiatric or medical care shall be directed by OSH personnel to local hospital emergency rooms, referred to their primary medical or psychiatric provider, or assisted in making contact with the psychiatric acute crisis system in their county of origin. The specific referral shall be based on an emergent evaluation preferably accomplished in the waiting area of the hospital entrance by OSH Reception personnel with assistance from other OSH staff, when indicated.
- E. Records:
1. All personnel rendering emergency assistance to members of the public are to complete an incident report following the incident and submit it to OSH Risk Management.
  2. One report may be submitted if all parties assist in its preparation.
  3. Assistance rendered to employees shall be documented according to OSH Policies and Procedures on an OSH Employee Accident Report form and a SAIF 801 form.
- F. Occupational Safety & Health Administration (OSHA) notification/preservation of accident scene: If a staff person is hospitalized as a result of an on-grounds accident, the Safety Officer, upon notification by the Communications Center (Salem) or Reception (Portland), shall alert Oregon OSHA within 24 hours. If a fatality occurs or three (3) or more staff are hospitalized as inpatients, such notification shall occur within eight (8) hours.
- G. "A Safe Place for Newborns" Act:
1. In the event that a parent exercises the "Safe Place for Newborns" Act and wishes to leave a newborn at the Oregon State Hospital:
    - a. The newborn shall be taken to the Communications Center if the newborn is left at OSH-Salem.
    - b. The newborn shall be taken to OSH-Portland Reception if the newborn is left at OSH-Portland.

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2.      Communications Center staff or OSH-Portland Reception staff shall contact the Physician on Duty and the Superintendent/Chief Medical Officer.
3.      Communications Center staff or OSH-Portland Reception staff shall contact 911 and request emergency medical and/or police response.
4.      Additional information related to "Safe Place for Newborns" as well as letters and medical forms may be found at [www.oregon.gov/DHS/ph/asafeplace/index.shtml](http://www.oregon.gov/DHS/ph/asafeplace/index.shtml).
5.      Communications Center staff or OSH-Portland Reception staff:
  - a.      Shall not try to identify the person (parent) surrendering the newborn.
  - b.      Give the parent the "Safe Place for Newborns" letter for parents and Community Human Services (CHS) County Child Welfare office's phone list.
  - c.      Ask if the parent would fill out a voluntary health questionnaire about the newborn.
  - d.      Complete the "Safe Place for Newborns" report form and send it to the CHS Child Welfare Office for Marion County or Multnomah County.

### **III.      REFERENCES**

OSH Policy and Procedure 5.024, Trauma Response Program  
OSH Policy and Procedure 8.009, Safety Policy  
ORS 30.800 Liability for emergency medical assistance  
ORS 163.535  
OAR 333-520-0070

Replaces Oregon State Hospital Policy and Procedure 8.002, *Emergency Medical Care Provided to the Public and OSH Staff*, dated 8/8/2006.