


2291 VISITOR INJURY	
Chapter: Sununu Youth Services Center	Section: Healthcare
	<p>New Hampshire Division for Children, Youth and Families Policy Manual</p> <p>Policy Directive: _____ Approved: _____</p> <p>Effective Date: 01-01-09</p> <p>Scheduled Review Date: 01-01-10</p> <p style="text-align: right;">William W. Fenniman, DJJS Director</p>
	<p>Related Statute(s): _____</p> <p>Related Admin Rule(s): _____</p> <p>Related Federal Regulation(s): _____</p>

The SYSC shall provide prompt and competent intervention in the management of medical injuries and emergencies of visitors in order to preserve life and prevent further injury/harm to the injured person.

Purpose

The purpose of this policy is to establish the SYSC visitor injury response.

Procedure

- I. Any time a SYSC staff member comes upon a life-threatening medical emergency that in their opinion warrants immediate EMT/emergency room care, the staff member shall do the following: Intervene to the level of their expertise and dial 99-911 directly. Following the call to 911, the staff member shall immediately contact the nurse and the Operations Officer. It is essential to minimize the amount of time it takes for emergency personnel to arrive on the scene. Decreasing the time will improve the potential for a successful outcome for the visitor experiencing the medical emergency.

- II. **Injury Response**
 - A. In the event that a visitor is injured while on the SYSC premises, the following procedures shall be followed:
 1. The witness to the injury or accident, or the first person on the scene, shall notify the nurse on duty, who shall report to the scene.
 2. Operations shall be notified and an Operations Officer shall report to the scene.
 3. The nurse will evaluate the situation and recommend to the visitor if further medical evaluation is necessary.
 4. If, in the opinion of the nurse, emergency transportation is necessary, Manchester Rescue (911) will be called.
 5. Operations shall notify the Bureau Chief.
 6. The Operations Officer shall complete the required documentation, including a statement if the individual refuses to be transported to Elliot Hospital Emergency Room. This statement shall be signed by the visitor and one witness, if possible. If

the individual refuses to sign, this refusal shall be so documented and witnessed. This information shall be used by Operations as a component of their investigation.

7. Operations shall immediately conduct an on-site environmental review of the area where the incident occurred.
8. Operations shall complete the Incident Tracking report. Any statements made by the individual pertaining to the incident shall be documented and signed by the individual. If the individual refuses to sign, this refusal shall be so documented on this report.
9. The nurse called to the scene shall complete the Nursing Assessment on the Incident Tracking report.
10. Operations, when appropriate, shall notify Maintenance to report to the scene. Corrective action or preventative measures shall be instituted as indicated.