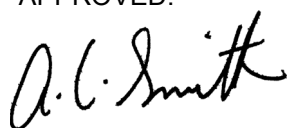




Department of
Rehabilitation & Correction

SUBJECT: First Aid and Health-Related Crisis Response	PAGE <u> 1 </u> OF <u> 4 </u>
	NUMBER: 12-CTA-04
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 12-CTA-04 dated 10/13/2014
RELATED ACA STANDARDS: 2-CTA-3C-01, 3F-01, 3F-02, 3F-03, 2-CTA-3F-04	EFFECTIVE DATE: March 1, 2021
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to set guidelines for Corrections Training Academy (CTA) employees in reference to the preparedness for and the response to any first aid and/or health-related crisis involving staff, students, visitors, or incarcerated individuals assigned to work at CTA.

III. APPLICABILITY

This policy applies to all CTA employees who have contact with other department employees, CTA students, visitors, and incarcerated individuals assigned to work at CTA.

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the ODRC policies page on the ODRC Intranet at the following:

<http://intra/policies/pagecontent/files/Policy%20Definition%20Spreadsheet%20-%20Intranet%202021.pdf>

- **Employees**
- **First Aid Kit**
- **Health-Related Crisis**
- **Injured Person**

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) that the Corrections Training Academy (CTA) shall provide trained persons to respond to health-related crises and initiate first aid to the ill and/or an injured employee, student, visitor, or incarcerated individual.

VI. PROCEDURES**A. General**

1. CTA employees shall be trained in the following areas:
 - a. Cardiopulmonary Resuscitation (CPR).
 - b. Response to health-related crises (e.g., administration of emergency first aid).
 - c. First aid kit locations.
 - d. Methods of obtaining additional assistance.
 - e. Appropriate documentation.
 - f. Proper notification of designated individuals.
2. For all regular, full-time CTA employees, the CTA program administrator 1 (PA1) or designee shall ensure that all new CTA employees complete an Emergency Information form (DRC1758). The PA1 shall obtain an updated Emergency Information form (DRC1758) from all CTA employees annually.
3. When completed by CTA staff, the Emergency Information form (DRC1758) shall be maintained in the Superintendent's Office. An online server folder with the CTA staff Emergency Information forms (DRC1758) shall be accessible to CTA executive staff. This form shall be used for emergency purposes only.
4. For all students and/or participants staying overnight at CTA, everyone shall fill out a CTA Student Emergency Contact Information form (DRC1854) provided by the sergeant or staff member issuing keys. The forms shall be maintained in a 3-ring binder in the sergeant's office. At the end of the training session, the student's/visitor's emergency form shall be shredded. This form shall be used for emergency purposes only.
5. For the incarcerated individuals who work on the grounds of the CTA, their medical information shall be maintained at the Pickaway Correctional Institution (PCI) or other prisons in accordance with ODRC Policy 07-ORD-11, Confidentiality of Medical, Mental Health, and Recovery Services Information.

B. Student/Staff Illness or Injury

1. Upon a CTA employee being notified of an ill or injured employee, student, visitor, or incarcerated individual, and if a CTA CPR-certified staff member is not already on the scene, the CTA employee shall respond within four (4) minutes during regular business hours to assist the ill/injured person.
2. The following procedure shall be followed for ill and/or injured persons during regular business hours (7:45 A.M. – 5:00 P.M.):
 - a. All persons who become ill and/or injured shall notify a CTA employee.
 - b. All persons who happen upon an ill and/or injured person shall notify a CTA employee.

- c. The notified CTA employee shall do an immediate assessment of the injury or illness and provide the appropriate first aid treatment for the injury or illness.
 - d. If the injury or illness is of such a nature that the CTA employee is unable to control or resolve the issue, the 24-hour local emergency medical service (EMS) shall be notified by CTA staff by calling 911. The Emergency/Service Request form (DRC1378) shall be completed by the CTA employee who calls 911.
 - e. The involved CTA employee(s) shall assist the person in completing the online Accident/Illness Report (DRC1796E) if the ill and/or injured party is unable to do so. The CTA employee and the ill/injured party shall also complete an Incident Report (DRC1000).
 - f. All non-ODRC students shall complete the Accident/Illness Report (DRC1796E) online with the assistance of a CTA employee. A copy of the form shall go with the Non-ODRC student, and it shall be their responsibility to give the form to their appropriate authority. The CTA program manager or CTA employee assisting the non-ODRC student shall ensure a copy of the report is provided to the non-ODRC agency and CTA safety and health coordinator.
3. The following procedure shall be followed for persons that become ill and/or injured after regular business hours (5:00 P.M. - 7:45 A.M.):
- a. All persons who become ill and/or injured and need assistance should call the PCI Control Center by dialing “0” from a dorm hall phones or dial 911 direct from a cell phone to report the illness or injury and request assistance.
 - b. The PCI shift commander shall contact the CTA superintendent or designee and provide a verbal account of the incident. Written Incident Reports (DRC1000) shall be completed by all staff members involved prior to departure from their shift.
4. If a student/employee experiences a health-related crisis which requires transport to a local hospital or emergency room, depending upon the seriousness of the situation, the superintendent or designee shall promptly contact the person designated on the CTA Emergency Contact Information (DRC1854). The superintendent or designee shall provide the location where care is to be administered and other information as permitted.

C. Incarcerated Individuals Illness or Injuries

1. Incarcerated individuals assigned to work at CTA who are injured or become ill while at CTA and require medical assistance, which cannot be addressed through basic first aid, the CTA employee supervising the incarcerated individual shall contact the on-duty sergeant/officer to report the incident. The supervising employee shall complete an Incident Report (DRC1000) regarding their actions in response to the individual’s injury or illness.
2. In the event the incarcerated individual requires immediate medical assistance, the employee at the scene shall provide medical aid consistent with the employee’s level of training. At the first opportunity, a CTA employee shall contact the PCI Main Control Center by dialing “0” to report the individual’s injury and request a PCI supervisor be dispatched to the scene. The CTA employee shall provide as much information (i.e., who, what, where, when) as soon as possible to the Control Center officer.

3. Based on the extent of the injury, it shall be the decision of the PCI personnel to determine whether to contact local EMS. All ODRC employees involved in the medical response to the individual's injury or illness shall complete an Incident Report (DRC1000). The original Incident Report/s (DRC1000) shall be forwarded to the PCI managing officer with copies forwarded to the CTA superintendent.

D. First Aid Kit Locations and Procedures

1. Anytime a first aid kit is used, an Incident Report (DRC1000) shall be completed and submitted to the safety and health coordinator. Likewise, an Employee Injury/Illness Report (DRC1796E) shall also be completed and submitted to the safety and health coordinator in accordance with ODRC Policy 10-SAF-14, Injury Prevention Plan.
2. During the required monthly inspections, the safety and health coordinator shall check each first aid kit seal and initial the tag.
3. First aid kits shall be maintained in and/or provided for the following areas:
 - a. Parkview - Two kits (one located in the front entrance and one in the kitchen utensil room).
 - b. AT Building - Two kits (one located in the AT office and one in the Gym Office). Additionally, the automated external defibrillator (AED) is in the main AT office.
 - c. Armory - Six kits for range use.
 - d. Oakwood, Pinewood, Briarwood, and Beechwood - One kit per building located by the drinking fountain.
 - e. CTAC - One kit located in the hallway.
4. First Aid Kits shall contain the following:
 - a. CPR mask,
 - b. Latex gloves,
 - c. Biohazard bag,
 - d. Pressure bandages/dressing.

Referenced ODRC Policies:

07-ORD-11 Confidentiality of Medical, Mental Health and Recovery Services Information
10-SAF-14 Injury Prevention Plan

Related Forms:

Incident Reports	DRC1000
Emergency/Services Request	DRC1378
Emergency Information	DRC1758
Employee Injury/Illness Report	DRC1796
CTA Emergency Contact Information	DRC1854