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| **POLICY TITLE:** | **Illness & Injury Reporting Policy** - CP12 |
| **APPLIES TO:** | All Clinical Staff at Caregiver Grove Behavioral Health |
| **EFFECTIVE DATE:** | December 1, 2018 |
| **ANNUAL**  **REVIEW DATE:** | January 1 (each calendar year)  Reviewed: July 1, 2019  Updated: January 21, 2024  Reviewed: July 31, 2024 |
| **PURPOSE:** | The purpose of Caregiver Grove Behavioral Health’ Illness and Injury policy is to ensure the safety of employees and persons served. |
| **DEFINITION:** | The Illness and Injury policy is the reporting and tracking process utilized by Caregiver Grove Behavioral to ensure the safety of its employees and persons served. |
| **POLICY** | This policy applies to all personnel. Caregiver Grove Behavioral Health will respond to illness or injury of staff or persons served in a prompt and appropriate manner. Caregiver Grove Behavioral Health will also investigate the issue, when necessary, to aid in the prevention of further occurrences. Please refer to the Incident and Reportable Incident Reporting policy.    **Procedure**   1. If an individual is injured or becomes ill on Caregiver Grove Behavioral Health’ premises, the Human Resources Manager or Office Manager is immediately notified. The local emergency service (“911”) will be notified if necessary. 2. An incident report form will be completed by any staff that are involved in the incident or response. The report must include details regarding the injury or illness, responses taken, precipitating events, EMS involvement or refusal of EMS, and any other relevant information. 3. Once completed, the report must be forwarded to Human Resources for further actions. |
| **APPLICABLE STANDARDS:** | OAC 5122-26-13; 5122-26-06; 5122-26-12; 5122-26-18  CARF 1.H.1.; 1.H.2.; 1.H.6. |
| **EXCEPTIONS:** |  |
| **APPROVERS:** | Chass Rice | Vice President, Business Strategy & Administration  Juenethia Fisher | Chief Financial Officer (CFO) |