FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **FIRST AID**		POLICY NO: HR-018
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: First Aid HR03-190
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS: Transportation HR-038
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: FV Employees	

POLICY:
To ensure Family Visions Inc. employees are trained in First Aid procedures.

PROCEDURE:
Certification

1. Employees are required to be certified in Emergency First Aid and to keep their certificate current.
2. Employees who have completed their probationary period and who have certified while employed by Family Visions Inc. will have the cost of their certification covered by the agency.

Each facility/vehicle must have a stocked First Aid Kit that is available and readily accessible. The Program Director/designate is responsible to check all first aid kits monthly.

There will be no pills or drugs such as aspirins in the kit.

All treatment of injuries will be recorded in the Supported Individual's logbook. Anything of a serious nature including bruises and scratches must be documented on an incident report as per Residential Care Licensing standards.

At the discretion of the Agency staff on duty, treatment for injuries will be sought at either a hospital or clinic.

For life threatening emergencies, call 911.