

PROMOTING HEALTH AND SAFETY POLICY

The provider makes every effort to ensure each individual is safe and healthy without impinging on the individual's freedom. A first aid kit and fire extinguisher must be maintained in each dwelling. In addition, emergency procedures and fire drills are reviewed and performed at least quarterly.

It is the responsibility of the supported living coach to support a healthy home environment and lifestyle if the individual so chooses. The coach may override the individual's choice if the choice poses a threat to that person's or another person's health and safety. If this occurs, the owner and support coordinator must be notified. If the choice is not an immediate threat, a meeting should be arranged to discuss other options and their consequences. If the threat is immediate, the coach will discuss how to deal with the issue with the owner and the support coordinator before taking action when possible. Others, such as police, may have to become involved as well. Incidents are documented in notes. An **Incident Report** and an **Incident Log** are kept. In addition, **Reporting Measures** are reviewed quarterly which cover how to report abuse, neglect, exploitation, incidents, rights violations, and grievances. All incidents, problems, or discussions of reporting measures are documented.

Quarterly the **Demographics/Health History, Health and Safety/Housing Checklist**, and a **Medical/Status Update** will be gone through with the individual and support coordinator. A Status Update for non-Supported Living Program clients is gone over quarterly. These document the relative health of the individual, the safety of the dwelling, and address issues such as abuse, neglect, exploitation, incidents, health issues, rights, and the client's general well-being. The **Emergency Procedures** will be reviewed quarterly to ensure the individual is aware of procedures to follow in emergency situations and other hazardous situations. Annually, a **Disaster Preparedness** plan will be developed or reviewed to ensure the individual has a plan of action in the event of an emergency, such as a hurricane, flood, fire, etc.

An important part of supported living is enabling the client to take control of his life, his decisions, his choices, his health care, his role in society, his integration in to society, how he is treated by others, and how others look at him. Every client should be empowered, to whatever degree he is able, to take an active part in his life, to be responsible for his choices and decisions and the consequences of those choices and decisions, and to know how to cope with conflicts and other areas of concern in his life. The **Learning Experiences** assists the provider with documenting how the client is learning to be empowered and what the client is learning and what he feels empowered about. Learning experiences are documented.

All supported living clients will sign a **Medication Administration Agreement** and **Authorization** and those individuals who require medications will also sign an **Informed Consent** to give permission to any staff assisting with medications and will maintain a **Medication Administration Record**. Other medication forms are used as necessary. A supported living coach will accompany the client to doctor appointments at the client's request. If this is not the case, the individual should take a **Medical Examination Form** to be completed by the attending physician. This will be placed in the individual's file and will be used to assist the individual follow the physicians orders. If the coach accompanies the individual either this form will be filled out or an entry in the **Medical Treatment Log** will be completed. It is recommended that the Examination Form be used whenever possible. In addition, current and pending health appointments are identified on the **Medical/Status Update** each quarter.

The level of support a person needs will be dependent on that person's ability and desires. However, it is the ultimate responsibility of the coach to encourage and promote healthy choices regarding nutrition, medication, associations, personal hygiene, and household maintenance. Documentation of this encouragement should be found in case notes.

I have read and fully understand the Promoting Health and Safety Policy and agree to follow its dictates.

Staff Signature

Date