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| EMERGENCY ACCESS TO PERTINENT INFORMATION | | | | NO. 409 | |
| POLICY:  It is the policy of Winning Wheels, Inc. to ensure that there is ready access to current information contained in personnel records of those residents served, and /or other sources that would be needed during emergency situations.  PROCEDURE:  Such information is available as follows:  1. Records of those persons served are contained both on computer and in hard copy formats. Emergency contact information is located at the front of each resident's chart. The charts are not locked, and are readily accessible to staff.  2. Although personnel files are locked and are maintained in the personnel office, emergency contact information is available in the emergency contact book located in the main office. This book is available to staff and would be available in the event of an emergency.  3. Other emergency numbers, etc. are posted by the telephones at each nurses station at  Winning Wheels, at the nurses' station at STRIVE, and by the Day Treatment and Lyndon  Play and Learn Center telephones at the Lyndon Progress Center.  This policy will be reviewed at least annually by the Winning Wheels Board of Directors. | | | | | |
| Approved: | Effective Date:  10/95 | Revision Date:  5/05; 3/17 | Change No.: | | Page:  1 of 1 |