|  |  |
| --- | --- |
|  OUTINGS  | NO. 188 |
| POLICY:The facility shall provide for the safety of its residents during outings / services provided in the community.DEFINITION:Outings: Outings provide residents with therapeutic and recreational experiences outside the facility grounds. Outings may include but not limited to trips to town or trips utilizing facility vehicles to surrounding towns / establishments.PROCEDURE:*General Guidelines*1. The Interdisciplinary Team shall determine the resident's eligibility for participation in an outing.2. Outings may be authorized by a Transdisciplinary Therapist, Nursing, and/or Therapy.3. An individual from the Recreation Activities Department shall be in charge of the outing.4. Staff shall accompany residents during the outing at an appropriate ratio of staff members to residents.5. Preceding the outing, the staff involved shall:a) Survey and evaluate the environmental and safety aspects of outing location.b) Assign duties to accompanying staff members.c) Establish expectations and rules for resident behavior during the outing.d) Inform residents of the destination and the purpose of the outing.e) Assess the clinical condition of each resident. (The staff has the authority to determine if the resident's participation in the outing is clinically appropriate.)f) Ascertain the location of the medical facility nearest to the site of the outing.g) Leave information regarding the destination of the outing group, the expected time of return, and the name of each resident participating in the outing with the nurses’ station. The names of staff members accompanying the residents and the outing leader should also be left with the appropriate department.h) Staff will ensure no sex offenders participate in community outings involving children (i.e. schools).   |
| Approved: | Effective Date:  3/86 | Revision Date:12/94, 6/05, 7/06;1/12; 3/17 | Change No.: | Page: 1 of 3 |

|  |  |
| --- | --- |
|  OUTINGS  | NO. 188 |
| 6. Incidents During OutingsWhen incidents occur during an outing, staff must deal with the resident directly involved in the incident and must also be attentive to the needs of the other residents participating in the outing. The outing shall be terminated in the event of the following incidents and an incident report shall be completed upon the group's return to the facility.a) Illness: If a resident or a staff member becomes ill during an outing, but does not require emergency medical treatment, the entire group shall return to the facility.b) Medical Emergency: In the event of a medical emergency, the staff shall obtain emergency medical assistance via the fastest possible means. If necessary, the staff member may need to remain with the resident during the emergency medical treatment. The remaining staff members shall accompany the resident group back to the facility.c) An incident report will be completed upon return to the facility and, when appropriate, reported to the appropriate state agency and the resident’s P.O.A.7. Services Delivered in the Community (i.e. church, college)a) Those involved with providing services for residents in the community shall be informed (per resident/guardian approval) of any individual specific concerns (i.e. memory problems, behaviors, elopement risks) to ensure resident safety.b) Special arrangements may be necessary for increased accessibility (i.e. personal assistant for note taking during college courses).c) Activities involving community integration is encouraged to enhance relationships and assist with educating community (i.e. Bike Rodeo, Disability Awareness presentations) which will increase safety for residents while in the community.d) In-servicing / training may be necessary for community members involved with residents to ensure safety. |
| Approved: | Effective Date:  3/86 | Revision Date:12/94, 6/05, 7/06;1/12; 3/17 | Change No.: | Page: 2 of 3 |

|  |  |
| --- | --- |
|  OUTINGS  | NO. 188 |
| 8. Weather Guidelines and Inclement Weather1. A scheduled outing may be postponed/cancelled if the following weather conditions are occurring or are predicted to occur during the course of the outing:
2. Air temperature at or below 20 degrees Fahrenheit or
3. Poor road conditions (i.e. icing, snowing, freezing rain) or
4. Air temperature or heat index temperature at or above 100 degrees Fahrenheit, or
5. Severe weather (i.e. severe thunderstorm, tornado warning)

b) Air temperature and heat index temperatures will be determined via the Weather Channel or at [www.weather.com](http://www.weather.com). The decision to postpone an outing will be made at the morning meeting with the exception of sudden changing weather. Under these circumstances, the decision will be made at the time of departure.c) The TR Staff will make efforts to reschedule a postponed/cancelled outing on “open” calendar days (i.e. days when no other outings are scheduled). In the event that a shopping outing is postponed/cancelled and unable to be rescheduled, residents will be encouraged to see their TR staff member for needed items. |
| Approved: | Effective Date:  3/86 | Revision Date:12/94, 6/05, 7/06;1/12: 3/17 | Change No.: | Page: 3 of 3 |