

# **SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

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## **POLICY 4.03 ADDRESSING GENERAL HEALTH AND WELL-BEING IN FACILITIES OF THE COUNTY BOARD OF DD**

### **I. Introduction**

This policy addresses the requirements of sections of the Ohio Revised Code and the Ohio Administrative Code relating to safety and health in schools and county boards of DD facilities, including the fire code. Safety regarding Board-sponsored transportation services and medication administration will be addressed in separate policies.

### **II. Written Plans**

A. In accordance with OAC 5123:2-1-02, the County Board shall, by adopting this policy, mandate the following:

1. A procedure for giving first aid and emergency treatment;
2. A procedure for securing emergency squad or ambulance services, or the services of an individual's personal physician in a serious medical emergency;
3. A plan for, and the provision of, suitable first aid facilities, equipment and supplies and personal protective equipment and supplies in places readily accessible in an emergency;
4. A procedure for the management of communicable diseases, handling of on-site illness, and returning to work/services after an illness, injury or other health condition (see also: Policy on Communicable Diseases, Blood-borne Pathogens and Infection Exposure Control);
5. The posting of emergency numbers by each agency owned, stationary telephone; and
6. The creation and maintenance of building emergency plans that include procedures for fire, tornado, bomb threat, power failure, natural disaster, medical emergency, missing service recipient, intruders and other emergencies requiring rapid dismissal, evacuation, taking shelter, lockdown, and reunification, etc.
7. That the written procedures listed above are to be developed and updated by staff or consultants designated by the Superintendent and communicated to employees, service recipients, families,

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guardians, select first responders and other service providers periodically. Safety and wellness procedures shall be available in each facility upon request. Security-related information is exempt from this provision because it is not a public record.

8. Procedures regarding the safe removal and abatement of materials containing asbestos that may be encountered in the facilities of the Board.
9. Procedures regarding the use of responsible pest management methods inside and outside of the Board's facilities, and including chemical weed control.

## B. School Emergency Management Plans

1. In accordance with ORC 3313.539, the superintendent and his/her administrative staff are charged with the responsibility of developing and adopting a comprehensive emergency management plan. This plan shall include:
  - a. A protocol for addressing serious threats to the safety of, students, employees and property;
  - b. A protocol for responding to any emergency events that occur and compromise the safety of students, employees and property. This protocol shall include, but not be limited to, all of the following:
    - i. A floor plan that is unique to each floor of the building;
    - ii. A site plan that includes all building property and surrounding property;
    - iii. An emergency contact information sheet.
    - iv. A protocol for notifying appropriate law enforcement and/or other emergency response personnel
    - v. A protocol for notifying students' parents/guardians/caregivers

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2. The Director of School Programs will be responsible for reviewing, updating, and distributing copies of the emergency management plan in accordance with ORC Section 3313.53.
  3. Copies of the emergency management plan are exempt from public disclosure or release in accordance with ORC Sections 149.43, 149.33 and 5502.03.
- C. These plans shall be on file with the superintendent and shall address the special needs of individuals.
- D. Evacuation plans for fire and tornado drills and other emergencies shall be posted in each room and area of each facility.
- III. Additional Measures
- A. Facilities and Equipment
1. The design and maintenance of all county board facilities and equipment whether owned, rented, leased or donated, shall take into consideration the needs of individuals to be served and shall be in conformance with all applicable laws, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 now and as amended. Where architectural barriers are present, the Board shall pursue a plan for the removal of these barriers.
  2. All doors and exits to be used for emergency evacuation of all facilities will be set to allow egress during the times people are present in such facilities.
  3. All hallways, entrances, ramps, and corridors shall be kept clear and unobstructed at all times.
  4. Fire extinguishers, fire gongs, and alarms shall be properly located, identified and kept in good working order.
  5. Storage areas for combustible or flammable materials shall be effectively separated from all rooms and work areas in such a way as to minimize and inhibit the spread of fire
  6. Exits shall be plainly marked.

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7. All facilities shall have not less than two means of exit, exclusive of ladders and elevators.

## B. Inspections

1. Each newly acquired program facility, whether owned or leased by the Board, shall be inspected by the State building inspector or his/her designated representative to ensure compliance with local and State safety regulations and the Ohio Building Code. Inspection reports shall be kept on file in the appropriate administrative office of Board.
2. Each program facility owned, leased or operated by the Board shall be inspected at least annually by the local fire marshal or designee to ensure compliance with fire safety practices.
3. Each facility will be inspected by the Health Department. Food preparation areas will be inspected as required by law.
4. Air and water quality will be tested periodically

## C. Regarding the Occupational Safety and Health Act of 1970 and the Public Employment Risk Reduction Act codified under O.R.C. 4167, the SCBDD takes the following stand.

Work safety and health are a primary concern of the Board. The safe and healthful performance of all work assignments is the responsibility of both supervisory and non-supervisory personnel. It is the employee's responsibility to ensure that all equipment is used safely and all safety procedures and/or practices are utilized and/or observed. Employees shall also abide by all public employment risk reduction standards set forth in Board policy and any other safety procedure promulgated by the administration of this agency.

1. All employees are charged with the responsibility of reporting the existence of any hazardous condition or practice in the workplace to their supervisor.
2. The Superintendent, or designee, will advise employees through correspondence, postings, meetings and material safety data sheets of any hazardous chemicals or materials that employees may use or contact in the performance of their jobs. Further, the Superintendent will cause educational dissemination of materials

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to employees to update and advise them of changes. (Reference: Policy regarding hazard communication)

## D. Training

1. The Director of School Programs shall prepare and conduct at least one annual emergency management test in accordance with OAC 3301-5-01.
2. In all programs employees will be designated who are responsible for instructing and training service recipients and staff so that should an emergency occur, everyone may leave the facilities in the shortest possible time without confusion.

This instruction and training of the procedures in the emergency plans will include fire drills, tornado drills and/or rapid dismissals at least once each month while programs are in session.

3. Other drills, training exercises and procedure reviews will be carried out in compliance with ORC 3737.73 regarding pupil instruction and best practices.
4. Training in first aid, cardiopulmonary resuscitation and fire safety will be provided to employees involved in direct care positions in accordance with OAC 5123:2-2-01.
5. All County Board employees will receive annual training in universal precautions including handwashing, disposal of bodily waste, and the use of personal protective equipment (PPE).
6. Each emergency in all programs drills/tests will be recorded and a written analysis of the conduct and effectiveness of each shall be prepared by a designated staff member and submitted to the superintendent or designee. Actual emergencies and incidents that impact services will also be recorded and analyzed.

## E. School Standards

The health and safety of students who attend Vern Riffe School will be safeguarded in these additional ways:

1. The SCBDD has zero tolerance for violent, disruptive or inappropriate behavior that cannot be contributed to a student's disability.

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2. The SCBDD has zero tolerance for harassment, intimidation or bullying of any student on school property, on a school bus, or at a school-sponsored event. (Ref.: ORC 3313.666)
3. Beginning with the 2017-2018 school year VRS will offer students who have the psychomotor skills required to perform CPR and operate an AED in the equivalent of grades nine to twelve instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). All school staff will also receive this training and repeat it at least once every five years. (Reference: ORC 3313.6021 and 3313.6023)
4. Full compliance with ORC 3313.65 and 3313.671 regarding student immunizations and student immunization records.
5. Providing or contracting for vision and hearing screenings, providing referrals and follow-up, except as exempted under ORC 3313.69.
6. Employ or contract with licensed health care professional. (ORC 3313.713)
7. Ensure that each student enrolled in the school who has diabetes receives appropriate and needed diabetes care in accordance with the student's physician's signed order.
8. Require and retain valid emergency medical authorization on each student in accordance with ORC 3313.712.
9. Provide and permit trained staff to administer drugs to students as prescribed by a subscribing medical practitioner per ORC 3313.713.
10. Require the creation and renewal of a food allergy protection procedure per ORC 3313.719.
11. Ensure that at least one employee trained in methods to prevent choking and who has demonstrated an ability to perform the Heimlich maneuver be present while students are being served food per ORC 3313.815.
12. Ensure adequate supervision of grounds and play areas and other facilities when being used by students.

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## F. Emergency Situations

1. Emergency medical authorization and information will be kept as current as possible on all service recipients in a place that is secure but accessible in an emergency. Staff will be asked to provide emergency contact information for themselves in or near their workspace.
2. All accidents, on-set of illness and incidents involving service recipients are to be reported to parent/guardian, residential provider or other caregiver as appropriate, as soon as deemed necessary. In the event of a serious accident, notification should be immediate. In extreme emergencies immediate arrangements will be made to transfer a service recipient for medical care, whether or not a parent/guardian/provider can be contacted.
3. An UI/MUI report should be completed on any accident or incident involving a service recipient in accordance with the UI/MUI procedures.
4. Accidents/injuries/illnesses of staff members should be reported to administration in accordance with the written accident/injury procedure. The procedure will include a process for review of these reports for ways to prevent future accident/injuries.
5. Emergency first aid will be provided by the staff nurse or other trained personnel in accordance with current best practices as determined by staff nurses.
6. Only emergency first aid will be rendered. No program employee shall prescribe medicine for accidents, injuries or illnesses.