**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**PATIENT ACCIDENTS ON TEI PROPERTY**

07302015

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Applies to: All Employees

In the event of a patient becoming injured while on TEI property, the most important thing is to make sure the patient is safe and further damage occurs.  While most of the falls are minor and need no further follow up, they can also be tragic and have poor or tragic results.  I want to make sure that everyone understands the correct process to follow if such an event should occur.  Please keep in mind this is not limited to falls, but to any time a patient becomes injured on our property.   It is important that all staff know what to do if this should happen.

STAY CALM.

Immediately see that the patient is stable.

Quickly assess the situation to see if a doctor or other health care provider is needed. For the Melbourne location, remember that on Tuesdays, Wednesdays and Thursdays there is a likelihood that there are medical staff in the ASC who may be able to assist.

If so, contact the doctor or other health care provider that is closest to the situation, advise them of the name, condition and location of the  patient.

Depending on the condition of the patient, ask another employee to stay with the patient until you are able to seek additional help.

If needed , contact 911 IMMEDIATELY, advising the 911 operator of the address, type of incident, current condition of patient, name of patient, and location of patient (i.e., 2nd floor, hallway X).

DO NOT attempt to move a patient that is non-responsive or unable to move on their own as you could further injure the patient.

It may be possible that bandages or compresses are needed.  Know where to locate them in each of your offices.

When the patient is stabilized, contact Human Resources for an incident report and let her know what has happened. The incident report needs to be completed as accurately and quickly as possible after the incident so that key details are not  forgotten.  Please include any witnesses to the incident and secure their statement of what they witnessed or how they participated.

Return the completed Incident Report to Human Resources.

If you have any questions, please do not hesitate contact Human Resources.

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Authorized Signature/Date