

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Employment Services/JobLink

POLICY NO: 40-014

SUBJECT: Illness or Accident Emergencies

EFFECTIVE DATE: September 1991

Policy:

Emergency medical procedures to be followed in case of illness or accident to an individual receiving JobLink services will be available to staff, consumers and parents or guardians.

Procedures:

1. Emergency procedures will be posted in a central location in each facility operated by Cottonwood, Inc.
2. Emergency procedures will be discussed as a part of consumer and employee orientation.
3. The procedure for job sites will be handled as follows:
 - a. The illness or accident will be handled as appropriate by supervisory personnel at the job site.
 - b. Supervisory personnel (Employer Supervisor) at the job site will be notified at the time of hire to contact designated Cottonwood, Inc. personnel in the event of emergency situations; in addition to seeking appropriate medical attention for the employee per company policy. Supervisory personnel and /or JobLink consultant may need to accompany or meet the injured or ill individual at the emergency room and stay with them until such time they are relieved by Support Service or Residential on-call staff or family members.
 - c. Workers Compensation liability is determined by the Employer of record. If Cottonwood, Inc. pays the individual at a contracted work site then Workers Compensation protection is provided by Cottonwood, Inc. If the individual is paid by the community employer, then the liability is that of the employer.
 - d. The JobLink staff will document accidents on an Employee Report of Accident form, to be routed per form regulations and filed in the consumer's file if the accident occurred at a Cottonwood, Inc. paid site. At other sites an incident report should be written.