

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Day Enrichment Services

**POLICY NO:** 60-011

**SUBJECT:** Non-emergency Illness

**EFFECTIVE DATE:** December 1992

**Policy:**

In the provision of its services, Cottonwood, Inc. makes every effort to ensure adequate attention to the health and general well-being of persons is provided. For this reason, a nurse is available at specified times. When the nurse is not available the following procedures are followed.

**Procedures:**

1. If a consumer becomes ill during the day, staff contacts his/her coordinator (or a member of management if the coordinator is not available), and decide what action should be taken. Possible actions are:

A. If the injury or illness is considered minor and the consumer could benefit from over-the-counter medications, staff checks the standing orders to see what medications can be taken by the consumer. The standing orders can be found on the Consumer database under the medical section, or in the medication notebook. Staff will then administer the medication and document appropriately. The Cottonwood, Inc. nurses are available for consultation if warranted.

B. If a consumer is not feeling well and would benefit from lying down or resting, a place will be made available to them. Possible places to rest include the person's home if appropriate, the nurses' clinic, therapy room at the main Cottonwood, Inc. facility with potential staff accompaniment, a recliner in Life Enrichment, Retirement Enrichment, or CORE.

2. Depending on the nature and/or seriousness of the illness or injury, the service provider (including management, coordinators, and/or nursing staff) communicates pertinent information regarding the situation and actions taken to other team members, service providers and parents/guardians.