



# Oregon

John A. Kitzhaber, MD, Governor

Department of Human Services  
Seniors and People with Disabilities  
State Operated Community Program  
4494 River Rd. N., Keizer, OR. 97303  
PO Box 14680; Salem, OR 97309-0449  
Phone: 503-378-5952 FAX: 503-378-5917

**DATE:** November 30, 2012  
**TO:** All SOCP Central Office and Training Staff  
**FROM:** Linda Fiegi, RN, MSN *Linda D. Fiegi, RN, MSN*  
SOCP Nurse Manager  
**SUBJECT:** Guidelines for an ill or injured staff, client or visitor

If there is a medical emergency staff will call 911 and offer Basic Life Support (BLS) and First Aid until the Emergency Medical Services (EMS) arrive.

There are different levels of emergencies and thus different response times:

1. Immediate medical evaluation is needed; initiate 911 call and EMS transports person to hospital. Injury or illness is serious/life threatening.  
May include:
  - a. Loss of consciousness
  - b. Major trauma, head injury, or possible spinal cord injury
  - c. Chest pain
  - d. Shortness of breath/difficulty breathing
  - e. Mental confusion/disorientation
  - f. Uncontrolled or severe bleeding

**Initiate 911 call and EMS transports person to hospital.**

2. Medical evaluation is needed but injury or illness is non-life threatening (911 can be to be called to evaluate person) and there is:
  - a. No loss of consciousness
  - b. No major trauma, head injury or possible spinal cord injury
    - i. Examples may include:
      1. Laceration that requires sutures
      2. Sprains/strains affecting mobility

**Options include (in order of preference):**

- Employee drives own vehicle
  - Relative or friend is called for transport
  - Taxi is called for transport
3. Injury or illness is mild and self-resolving with first aid or employee does not wish to seek medical evaluation.

**Transport not required**

*"Assisting People to Become Independent, Healthy and Safe"*  
An Equal Opportunity Employer