

10A NCAC 06R .0504 EMERGENCIES AND FIRST AID

(a) A fire safety and evacuation plan, approved by the Office of the State Fire Marshal or its designee, shall be prepared and maintained by each adult day care program in compliance with the North Carolina State Building Code and Fire Prevention Code, which is hereby incorporated by reference, including any subsequent amendments or editions, and can be accessed at no cost at www.ncdoi.com/OSFM/.

(b) Plan for Emergencies. A written plan for handling emergencies shall be established and displayed in the facility and in a location visible to participants and staff. For the purpose of this Rule, an "emergency" is any dangerous or unexpected situation that would require immediate action by a staff member. All staff shall know the plan. The plan shall:

- (1) relate to medical and non-medical emergencies. For the purpose of this Rule, a "medical emergency" is any dangerous or unexpected situation that would require a participant to receive immediate medical care by a staff member; and
- (2) specify responsibilities of each staff member in an emergency.

Quarterly drills in handling emergencies, such as medical emergencies, natural disasters, and facility security shall be conducted. Monthly fire drills shall be conducted. All drills shall be documented including the date and kind of emergency.

(c) Evacuation Plan. An evacuation plan shall be posted in each room of an adult day care program. A record shall be kept of dates and time required to evacuate the facility.

(d) All physically able staff who will provide direct participant care shall complete certified training in standard first aid and cardio-pulmonary resuscitation (CPR). If a staff member is determined to be physically unable to complete this training, a signature by a licensed physician, physician's assistant or nurse practitioner attesting to such shall be provided stating the time limit of such physical inability. The first aid and CPR training shall be:

- (1) taught by an instructor certified through the American Heart Association, American Red Cross, National Safety Council, or American Safety and Health Institute;
- (2) current, as determined by the organization conducting the training and issuing the certification; and
- (3) documented on an official attendance card issued by the organization certifying the training, or documented by the attendance course roster, in which case the roster shall be signed by the instructor, indicate pass or fail for each student, indicate the length of time the training is valid, and be accompanied by a copy of the instructor's certification.

(e) The program shall arrange for medical assistance to be available to participants in the event of an emergency.

(f) The program shall have a portable emergency information file that includes electronic files available on each participant that includes:

- (1) hospital preference, physician of record and physician's telephone number;
- (2) emergency contact (family or caregiver);
- (3) insurance information;
- (4) medications and allergies;
- (5) current diagnosis and history; and
- (6) advance directives, if any.

(g) Adult day care staff shall report actions taken in case of sickness and all incidents resulting in physical injury or suspected physical injury, including incidents involving missing participants, to the program director. The adult day care staff shall make sure that all persons needing medical attention receive it as soon as possible. The person taking emergency action shall notify the family or responsible party of the participant involved and other program staff shall be notified of emergency action taken as soon as possible. The program director shall compile and keep on record a report of all emergency actions taken. A copy of the report shall be sent to the county department of social services within 72 hours of the incident.

History Note: Authority G.S. 131D-6; 143B-153(2a); 143B-153(6);
Eff. July 1, 1978;
Amended Eff. July 1, 2007; July 1, 1990; January 1, 1981;
Readopted Eff. September 1, 2019.