

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **NON-LOCAL AND OVERNIGHT ACTIVITIES FOR CLIENTS**

ANNUAL REVIEW MONTH: February

RESPONSIBLE FOR REVIEW: Activity Coordinator

LAST REVISION DATE: February 2008

The purpose of this policy is to provide guidelines for coordination, safety and supervision of clients while on non-local and overnight activities. (This policy and procedure is not applicable to forensic clients in the Psychiatric Services).

Activity Therapy staff provide off-campus/community activities for clients, as deemed necessary in meeting treatment needs. The respective Activity Therapy Supervisors will assure that:

1. non-local (more than 25 miles) and overnight activities are planned a minimum of five (5) calendar days in advance;
2. permission is obtained from the client, guardian, parent or representative, as appropriate;
3. physician's approval and orders are obtained for each client;
4. adequate personnel, supplies, equipment and transportation are available to cope with any reasonably foreseeable emergency;
5. appropriate reports of incidents/accidents which occur on the activity are completed in compliance with CSH Policies and Procedures; and
6. licensed staff must accompany clients when trip is more than 25 miles away from the facility and medications are ordered to be given while on the trip. If there are no medications to be administered, a nurse is not required.
7. ensure adequate communication equipment is obtained for accompanying the clients on the trip.

Approved:

This policy has been approved by the CEO and CMO on 9/8/08.