

CENTRAL STATE HOSPITAL
SAFETY PROTOCOL

SUBJECT: TRANSPORT OF AMBULATORY INDIVIDUALS

ANNUAL REVIEW MONTH: February

RESPONSIBLE FOR REVIEW: Safety Director

LAST REVISION DATE: February 2011 (Effective)

PURPOSE

To ensure the safe and effective transportation of individuals from various service areas to appointments, work assignments, educational needs, and entertainment venues.

PROCEDURE

Entering Bus: When individuals are entering onto the bus a staff member shall be standing at ground level and shall assist each individual in ascending onto the stairs. An additional staff member shall be standing at the top stair landing and will assist each individual to their seat.

Exiting Bus: When individuals are exiting from the bus a staff member shall be on the top stair landing and an additional staff member shall be at ground level to assist each individual off of the bus.

Entering/Exiting Van: When individuals are entering or exiting from a van a staff member shall be standing at the side doors and shall assist each individual onto and off of the van.

Special Considerations: Every effort shall be made by the transport driver to allow individuals to enter or exit the transport vehicle from a flat landscape. Direct care staff need to be prepared to offer additional assistance to individuals who have been identified as a potential fall risk, or have any change in status with their physical condition. When an individual can not step onto the first elevated step of the transport vehicle due to their physical condition an approved anti-slip stool or step may be used. Staff shall ensure that the stool or step is on level ground while in use.

This protocol has been approved by the RHA and CSH Clinical Director in December 2010.