

ILLNESS and FIRST AID GUIDELINES

MEDICATIONS:

The only medication that we are allowed to provide is **TYLENOL**.

PARENTS ARE THE ONLY ONES ALLOWED TO GIVE MEDICINE TO THEIR CHILDREN.

When guests arrive each day, they are required to give over-the-counter and prescription medications to the WEEK COORDINATOR who will place them in locked storage. Guests must ask for the medication when needed. The OVERNIGHT COORDINATOR WILL also have access to the locked medicine case.

CONTAGIOUS DISEASE:

If any guest has or develops a contagious disease, IHN will make other arrangements for the guest until the period of contagion is past. If a guest becomes ill while at the HOST site, follow the directions below. Be sure to let the IHN staff know if a guest is contagious.

FIRST AID KITS:

A First Aid Kits are kept in the coat room and in the STORAGE ROOM. There are "surgical" gloves for your use: cleaning an open cut, changing diapers, nose bleeds, vomit, etc. (Clean-up supplies are in IHN STORAGE ROOM).

CRITICAL:

If a child needs attention a parent must be present. Any decision to take a child to the emergency room or call the doctor is a parental decisions.

Call 911 and follow up by contacting the WEEK COORDINATOR and the IHN staff.

A VOLUNTEER should go with the guest to the Hospital. If there is no other VOLUNTEER on-site, or if an additional host is needed on-site, call the WEEK COORDINATOR who will call in an ALTERNATE.

NON- CRITICAL BUT NEEDS EMERGENCY ROOM or DOCTOR CONSULTATION.

These folks will help them decide which way to proceed. Contact the IHN Staff in the following order:

- * Eve Beasley, Caseworker
606-4583 (cell) 244-2654 (home)
- * Bob Moore, Executive Director
477-5884 (cell) 812-537-3136 (home)
- * Ann Guszowski Dempsey, Administrator
293-2893 (cell) 871-5609 (home)

ON-CALL FIRST UU DOCTOR (for NON-EMERGENCIES):

Dr. Bob Wones: (859) 442-3071. This is a voicemail/pager number. It will record a voice message and when the person hangs up, it pages Dr. Wones. He has his pager on all the time unless he is out of town. A backup would be his cell - (513) 503-2737 which he will have on if he is out of town.

NON-CRITICAL EMERGENCY ROOM TRANSPORTATION

It is the guest's choice of hospitals. Nearby hospitals are:
Christ, Children's, and University.

You are not obliged to wait at the hospital with the guest.

Host Transport: Only transport the guest if the following three

Conditions are met:

- * You have car insurance that would cover a passenger.
- * There is sufficient volunteer coverage at the congregation for the remaining guests.
- * You want to transport the guest.

IMPORTANT: CAR SEATS FOR CHILDREN and BABIES: If you transport a child to the hospital, use the Child Car Seat (IHN OFFICE). The car seat should be placed in back seat and facing backwards for a baby.

Cab Transport: You may send them by cab. IHN will **not** cover the cost of the cab but First Unitarian will reimburse the cost to a volunteer. A small amount of emergency cash is kept in the Locked Medicine Box, if needed.

Call SKYLINE CAB: 251-7733. Tell the guests to call the cab for a return ride. You should also give them a phone number to call you before leaving the hospital.

CHILDCARE ISSUES DURING EMERGENCY

If there are two parents in the family and one parent is going to the Hospital, have the second parent stay behind with the children.

If a single parent is going to the hospital, send the children with the parent if possible. If this is impossible follow these steps:

- * Call the guest's emergency contacts and have them come to the congregation to pick up the children.
- * If the emergency contact is unreachable or unable to pick up the children, call Eve or another staff member and have them make a call to Children's Services (241-KIDS).
- * While waiting for the emergency contact or Children's Services to pick up the child/ children, volunteers have permission to watch the children at the congregation. IHN is having guests sign a waiver as they enter the program, granting permission to volunteers to watch their children in such an emergency situation.

EMERGENCY CONTACT INFORMATION OF VOLUNTEERS AND GUESTS:

This is available in the IHN Storage Room.

LOG BOOK:

Record and date all information about the emergency in the IHN Log (in IHN Storage Room).

REMEMBER: If any situation arises that you feel you cannot handle, do not hesitate to call the Week Coordinator or any of the other Week Coordinators. Or, call IHN.