

**Wood County Board of Developmental Disabilities**

**PROCEDURE**

<b>Procedure #:</b>	02-WLS-ALL-0322 (MD)	<b>Subject:</b>	Emergency Information Forms
<b>Effective Date:</b>	07-19-90	<b>Last Revision:</b>	12-19-17
<b>Person Responsible:</b>	Director of Children's Services Early Intervention Coordinator Children's Services Nurse Bus Transportation Supervisor		

<b>Approvals/Date:</b>	<i>Brent Cohen</i> 1-9-18	<i>Jouaine Glick</i> 12.22.17
	Superintendent, WCBDD	Department Director
	Date	Date

- The following definitions will apply:
- Enrollees** – Individuals receiving services from the Wood County Board of Developmental Disabilities and are transported via WCBDD vehicles and/or WCBDD employees using private vehicles with exception of Supported Living and Family Resources Respite Care.
  - IEP/IFSP** – Individualized written program that is developed with each enrollee to summarize needs and outline the habilitation services that would be most desired and beneficial to that individual to promote independence in the least restrictive setting.
  - Emergency Information Form** – Form which contains necessary information on enrollees and volunteers which would enable emergency treatment to be administered as needed.
1. An Emergency Information Form (EIF) 03-ALL-ALL-0191(A) for School will be completed for all individuals participating in Children's Services on admission and annually; The effective date of the consents will be completed by a WCBDD designee prior to obtaining signatures. The date of expiration will be no more than 15 months beyond the date the form is initiated.
  2. Information requested on the emergency information form will include, but not be limited to:
    - a. name, address and date of birth;
    - b. names, addresses and telephone numbers of three emergency contacts (at least one contact must be a parent/guardian);
    - c. parent/guardian authorization for transportation related to the program;
    - d. list of allergies and treatment for said allergies or medical conditions;
    - e. names, addresses and telephone numbers of physician and dentist;
    - f. permission of parent/guardian for emergency medical and dental treatment; and
    - g. permission of parent/guardian for emergency transportation.
  3. Copies of the EIF will be kept on the bus that the enrollee usually rides, school office, Director of Children's Services, Children's Services Nurse, Food Service, and classroom.
    - a. A master file of EIF of all enrollees who use WCBDD bus service for vocational/educational purposes will be maintained in the Transportation office.
    - b. All departments/components will maintain in the appropriate facilities an EIF for all enrollees of that department/component/facility.
  4. Current photographs of all individuals will be affixed to the space provided on all copies of EIF. Student's photos will be kept current annually.
    - a. Any photocopies of pictures used must be clear enough to identify the individual.
  5. All EIFs on the bus will be kept in individual plastic covers with a safety pin attached.
  6. The Director of Children's Services and Early Intervention Coordinator are responsible to develop processes as needed for initiating, completing, maintaining, and reviewing EIFs maintained within his/her department and for routing copies as appropriate.
  7. Each WCBDD bus will contain a notebook of EIFs of students assigned to that bus. This notebook is permanently secured in a locked bag and secured to the dash near the front door.
  8. All new individuals must have a completed EIF on file prior to being transported by a WCBDD bus.
  9. In the event of abnormal circumstances such as consolidating of routes, bus breakdowns, delays, etc. an EIF may not be available for every person on that bus, but each individual will have a copy in the master file as well as his/her usual assigned bus.
  10. All permanent changes or additions/deletions of usual assigned buses will be initiated by the Bus Transportation Supervisor who will notify the appropriate driver. Each bus aide is responsible to ensure that all appropriate EIFs are on the bus for his/her route.
  11. The copy of the individual's EIF from the master book will be removed and taken anytime an individual is transported. This is the responsibility of designated staff per department's policies and procedures. School staff are responsible for bringing EIF forms on field trips.

12. In the event of a vehicle accident:

- a. If possible, on-site identification of personnel will be made by attaching the Emergency Information Form with the safety pin to the clothing of the individual/driver/aide/volunteer. (Buses only – Ideally on his/her back).
- b. The master file from the appropriate facility will also be taken to the medical treatment facility by staff as designated at the time of the emergency.

References:                   ORC 3313.712  
                                      OAC 3301-37-08

Forms:                         03-WLS-ALL-0191

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