



# NORTHAMPTON COUNTY

## Department of EMERGENCY MEDICAL SERVICES



### STANDARD OPERATING GUIDELINES

<b>TOPIC: Incident Reporting</b>	<b>SOG #: 2.11</b>
<b>Status: ACTIVE</b>	<b>Written: 04/05/2004</b>
<b>Written by: Hollye B. Carpenter</b>	<b>Revised: 01/01/2013</b>
<b>Approved by: Hollye B. Carpenter</b>	<b>Adopted: 01/01/2013</b>

## PURPOSE

To outline the responsibilities of the EMS providers for reporting incidents or situations

## SCOPE

All department EMS personnel

## CONTENT

EMS providers shall complete the appropriate incident report(s) in the following circumstances. This list is in no way all inclusive, but provides a framework for utilizing an incident report.

### Exposure Report (Blood or Body Fluids)

- Exposure to blood or body fluids, including needle stick;
  1. immediately notify, via phone, the Duty Supervisor on call;
  2. follow post exposure instructions of the Duty Supervisor(Infection Control Officer);
  3. complete exposure report;
  4. also complete occurrence report

### Employee Occurrence Report

- Exposure to blood or body fluids, including needle stick;
- Personal injury to an employee, volunteer, student or ride-a-long;
- Physical injury to a patient, while in our care;
- Damage caused to an emergency vehicle, or any other vehicle;
- Damage to any portable emergency equipment (i.e. defibrillator, radio, etc.);
- Medication administration or medical procedural error.

### On-The-Job Injury

- Immediately notify via phone, the Duty Supervisor on call or EMS Director;
- If emergency treatment is necessary, you must report to the nearest emergency facility. The emergency facility's physician may treat you only at that particular time;
- Refer to the attached, "Northampton County Worker's Compensation Guidelines" adopted by the Northampton County Board of Supervisors, for further information related to County procedure for employees;
- As soon as you are able, complete an EMS provider occurrence report and contact the Human Resource Coordinator at the Northampton County



# NORTHAMPTON COUNTY Department of EMERGENCY MEDICAL SERVICES



## STANDARD OPERATING GUIDELINES

TOPIC: Incident Reporting	SOG #: 2.11
---------------------------	-------------

Administrator's Office (678-0440 ext 551). A claim must be filed with workers' compensation within 10 business days of the occurrence.

- If an EMS provider is placed out of work, a Medical Release – Physician's Statement must be completed and submitted to the EMS Director prior to returning to duty. If a physician releases the EMS provider and concern still exists regarding the EMS provider's ability to return to full duty, the EMS Director or Health and Safety Officer may request the EMS provider be examined by our department physician at the department's expense. The employee will be placed on paid administrative leave until an appointment can be scheduled. Should the department physician deem the EMS provider unfit for full duty, further action will be determined by the County Administrator and/or EMS Director.

### **Employee Situation Report or EMScharts Special Report**

- Vehicle or portable equipment malfunction (NCEMS owned, leased or utilized);
- Supply shortage, compromising OEMS licensure;
- Station or vehicle security compromise;
- Missing road sign(s) or 9-1-1 Number;
- Any other situation as deemed necessary to document.

### **TEMS Pre-hospital Drug & IV Incident Report**

- Missing medications or IV supplies;
- Malfunctioning IV supplies (i.e. tubing);
- Expired medication(s) or fluid(s);
- Broken medications.