

## State Operated Community Program SOCP Policy Memorandum

<b>Topic:</b>	<b>Heating Pads / Electric Blanket(s) Use</b>	<b>Issue date:</b>	06/01/2011
<b>Related policy:</b>	4.007 Individual Health Care		
Policy Memorandums - should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or <u>administrative rules</u> , changes in existing policy or <u>administrative rules</u> , <b>policy clarifications</b> and manual updates.			

**Applies to:**

*(check all that apply)*

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> All employees includes: | <input checked="" type="checkbox"/> Prog. Managers   | <input checked="" type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses                  | <input checked="" type="checkbox"/> BVS1s            | <input checked="" type="checkbox"/> BVS2s         |
| <input checked="" type="checkbox"/> Cent. Office staff      | <input checked="" type="checkbox"/> Group home staff | <input checked="" type="checkbox"/> Trainers      |
| <input checked="" type="checkbox"/> HR                      | <input type="checkbox"/> Other:                      |   |

**Implementation date:** 06/01/2011

**FROM:** Linda Fiegi, RN, MSN, Nurse Manager *LDF*

**SUBJECT:** New Policy - Use of Heating Pads and Electric Blankets

Rationale for this policy is a heating pad or electric warming blanket can cause minor to severe burns if not used correctly, frayed wires can cause electrical shocks and use of a plug that is not grounded can lead to a electrical shock to the client or staff applying the device. We have clients who are diabetics and a burn can potentially lead to infections that are life-threatening.

**Effective immediately** any client who uses a heating pad or electric warming blanket will have specific orders written by either the physician or nurse. These orders will determine:

1. Specific amount of time the device can be used, normally 30 minutes or less.
2. Always have a barrier between skin and device
 

a) Sheet	b) Blanket	c) Towel	d) Clothing
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3. Always inspect the electrical cord for safety
 

a) No exposed wires	b) Grounded plug	c) No electrical tape in place
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4. Staff to do 10 minute checks to prevent heat related injuries.
5. Documentation of skin checks on DHS 4596 Progress Notes

**Attachments:** DHS 4596 Progress Notes, DHS 4623 Injury Tracking Record

**If you have questions about this information, contact:**

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## **Injury Tracking Form** **(Incident Report Guidelines)**

Incident reports (IR's) will be completed in order to provide a safe and healthy environment for people who live and work within the DHS System of Care Program (SOCP). Incidents that may represent a risk to the health and safety of those individuals served by SOCP will be recorded and tracked. By completing incident reports for these significant events, it will allow the teams to take immediate action to provide protection, if necessary, and for analysis of trends/patterns of these events, to improve our services to our clients.

An IR will be completed during the same shift the incident occurs by staff directly involved or witnessing the events, IR's can not be taken home with staff. An "Injury Tracking Form," (DHS 4623), will be completed for all injuries until they are resolved.

- Cuts, scratches, scrapes, lacerations, abrasions, burns, bites
- Fractured bones
- Sprained joints
- Bloody nose
- Chipped teeth
- Bruises
- Any injury that requires treatment of any kind (*i.e.; antibiotic ointment, ice application, etc.*)

Very minor injuries such as paper cuts, single insect bite, slivers, cuticle tears, minor razor burns (*no skin breaks*) chapped lips, pimples, rashes or hangnails will not require completion of an incident report, but will be documented and tracked on the injury tracking form until resolved.

- Falls/bumps that do not result in an injury will be documented in the progress notes. If an injury is noted later on an IR will be completed
- Any suspected abuse/neglect
- Death (*from expected or unexpected circumstances*)
- Any illness resulting in visitation to the emergency room, urgent care or hospitalization
- Any incident that requires assistance by the police or fire department/ambulance (911)
- Attempted suicide: Any suicide attempt by SOCP clients to cause harm to themselves with the intent to cause their own death
- Any suicide threat: Verbal statement to communicate the threat of a suicide attempt