

1 **10A NCAC 06R .0504 EMERGENCIES AND FIRST AID**

2 (a) A fire safety and evacuation plan, approved by the office of the fire marshal or its designee, shall be prepared and
3 maintained by each adult day care program in compliance with the North Carolina State Building Code and Fire
4 Prevention Code.

5 (b) Plan for Emergencies. A written plan for handling emergencies shall be established and displayed prominently
6 in the facility. All staff shall be knowledgeable about the plan. The plan shall:

- 7 (1) relate to medical and non-medical emergencies; and
- 8 (2) ~~specify~~specify responsibilities of each staff member in an emergency;

9 Quarterly drills in handling emergencies, such as medical emergencies, natural disasters, fires, and facility security
10 shall be conducted. These drills shall be documented including the date and kind of emergency.

11 (c) Evacuation Plan. An evacuation plan shall be posted in each room and fire drills shall be conducted quarterly by
12 programs with a fire safety sprinkler system and monthly by programs without a fire safety sprinkler system. A record
13 shall be kept of dates and time required to evacuate the facility.

14 (d) All physically able staff who ~~have~~ will provide direct participant care ~~contact with participants~~ shall complete
15 certified training in standard first aid and cardio-pulmonary resuscitation (CPR). If a staff member is determined to
16 be physically unable to complete this training, a signature by a licensed physician, physician's assistant or nurse
17 practitioner attesting to such shall be provided indicating the time limit of such physical inability. The first aid and
18 CPR training shall be:

- 19 (1) taught by an instructor certified through the American Heart Association, American Red Cross,
20 National Safety Council, or American Safety and Health Institute, ~~or Emergency Medical Services;~~
- 21 (2) current, as determined by the organization conducting the training and issuing the certification; and
- 22 (3) documented on an official attendance card issued by the organization certifying the training, or
23 documented by the attendance course roster, in which case the roster shall be signed by the
24 instructor, indicate pass or fail for each student, indicate the length of time the training is valid, and
25 be accompanied by a copy of the instructor's certification.

26 (e) The program shall arrange for medical assistance to be available in the event of an emergency.

27 (f) The program shall have a portable basic emergency information file which includes electronic files available on
28 each client that includes:

- 29 (1) hospital preference, physician of record and telephone number;
- 30 (2) emergency contact (family or caregiver);
- 31 (3) insurance information;
- 32 (4) medications and allergies;
- 33 (5) current diagnosis and history; and
- 34 (6) advance directives, if any.

35 (g) Adult day care staff shall report actions taken in case of sickness and all incidents resulting in physical injury or
36 suspected physical injury, including incidents involving missing participants to the program director. The adult day
37 care staff shall make sure that all persons needing medical attention receive such attention as soon as possible. The

1 person taking emergency action shall notify the family or responsible party of the participant involved and other
2 program staff shall be notified of emergency action taken as soon as possible. The program director shall compile and
3 keep on record a report of all emergency actions taken. A copy of the report shall be sent to the county department of
4 social services within 72 hours of the incident.

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6 *History Note: Authority G.S. 131D-6; 143B-153;*

7 *Eff. July 1, 1978;*

8 *Amended Eff. July 1, 2007; July 1, 1990; January 1, ~~1981~~, 1981;*

9 *Readopted Eff. July 1, 2019.*

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