

## DEATH OF INDIVIDUALS POLICY

### PURPOSE

To establish a procedure for immediate and appropriate action to be taken leading up to and following the death of an individual.

### SCOPE

This policy shall apply to all LADD persons supported, employees, visitors to programs and any services provided by LADD.

### POLICY

It is the policy of LADD, that immediate and appropriate action is taken when a person is non-responsive, seriously distressed and/or seriously injured resulting in death. This includes expected death due to health or medical problems or unexpected circumstances such as a sudden illness or accident.

### PROCEDURE

1. When an employee discovers a person who is non responsive, in serious distress or seriously injured the employee will follow CPR/First Aid training which include:
  - a. **Check** the scene and the individual.
  - b. **Call 911** or direct someone to call 911.
  - c. **Care** - Provide Care including CPR if required as trained.
  - d. Once care is given, contact Management using the Emergency Procedures-Responsible Person List for assistance.
  - e. If the person receiving care is a person supported and they are under the care of a licensed Hospice Provider the Hospice Provider must be contacted immediately. It should be documented in the person's Person-Centered Plan that they are in a Hospice Program.
  - f. If the person receiving care is a person supported and has an Advance Directive/DNR Order that order will be provided to the EMS as they arrive on scene (see also Advance Directives- Do Not Resuscitate). This is also documented in the Person-Centered Plan.
  - g. If the person dies, staff will assure that the body is not moved unless directed by the Emergency Personnel to do so.
  - h. If the death is unexpected the police on scene will start a preliminary investigation to ensure there is nothing suspicious regarding the death. This may include asking staff, management and other people supported to stay away from the area surrounding where the person has passed away. Staff is to keep housemates engaged in other activities as much as possible during this time.
  - i. EMS, Police and the Medical Examiner may request to review the person's records while they are on scene. Staff is to cooperate fully with investigators and is covered under LADD's HIPAA Privacy Notice.
  - j. Medical personnel, police, fire or a doctor will release the body for transportation to the hospital or other destination. If the funeral home is coming to pick up the person it can take a couple hours for this to occur. Once the body has been released by authorities on scene you may cover the person up with a blanket.
  - k. Stay at location of death until released by Management.
2. Management will:
  - a. Contact Administration to coordinate notification of the guardian/family members, emergency contact the Contract Agency and Licensing as appropriate.
  - b. Management is to get the name and contact information for the Police/Detectives and Medical Examiner on scene for further follow up if needed.
  - c. It is not uncommon for a Medical Examiner or Representative from their office to come on scene to pronounce the person's death. The Medical examiner or their Representative may request to take all of the person's medications and have copies of the Medication Administration sheets (including the

electronic MAR from within the electronic health record (EHR). If this request is made Management must document what medications were given to the Medical Examiner and have the Medical examiner sign for the medications. Management must keep the original Medication Administration sheets. For individuals on Hospice it is best practice to have the Hospice Nurse dispose of or remove the person's medications with LADD Management if possible

- d. If the person who died is an employee sometimes notification of a death to a family member must be done by law enforcement or medical personnel depending on individual circumstances. Therefore, it may be necessary for the appropriate Director to obtain emergency contact information from the Attendance On Demand system and coordinate with law enforcement or medical personnel. If the person who died is a person supported Management will make the notification to the guardian or family.
- e. If the person who died is a person supported, Management will ensure that an Incident Report is completed per the Incident Report Writing Procedure and the Incident Reporting Investigating Policy on Unusual and Critical Incidents.
- f. If the person who died is an employee or a visitor to the program, the details of the death will be documented in a written statement, individually by all witnesses and signed. An Employee Accident Injury Report if applicable for employee will be completed. **In the event of an accident resulting in death of an employee OSHA must be contacted within 8 hours of the incident by the Human Resource Department.**
- g. A Root Cause Analysis will be completed for all unexpected / unexplained deaths within five days.
- h. If the death is a Sentinel event as defined" *A sentinel event is an unexpected occurrence within a CARF accredited program involving death or serious physical or psychological injury or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase "or risk thereof" includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome. Such events are called sentinel because they signal the need for immediate investigation and response.*"; this should be reported to CARF by the designated LADD key contact person using the CARF Ongoing Communication of Administrative Items and Significant Events form.
- i. Upon the death of a person supported not on Hospice, management must immediately secure all records in a locked location, ensuring they are not accessible without Administrative approval.

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