

Meeting

Submitted by [Liisi](#) on Thu, 2021-10-21 14:56

Date: Tuesday, October 19, 2021 - 12:45

Type: Coworker Circle

Present: BA, ES, FS, GC, HH, JT, JeC, JC, LE, LF, LH, MC, MW, SA, SL, TK

Sharing ~ going around the Circle with a very brief check in

Announcements:

Music w/Alison:

Wednesday (27.10) at 1:30pm for Circle Hall

Cascadia House music as usual (Thursdays at 11am)

• Proposed meeting schedule:

November 2 & 16

December 7 & 21

Points:

Health & Safety

• Incident Reporting

in the office, by Hana's desk; paper form; back to the office. Guardian notified.

1. Critical Incidents - what constitutes critical (anything that needs emergency care; aggression; choking; missing person...)

2. Internal Incidents - what constitutes internal (minor fall, cut, neg interactions between CPs...)

• Meds Administration & Mar Sheets -

check name, date and time; do not fill with pencil

sign every time after the CP has taken the med;

• Tea (pouring) - CP do not pour hot tea; pots are heavy - hot (CMc)

• Choking - some individuals with down syndrome chewing is not good; accompany CPs while eating (extra attention RK, AD, CM, WM)

what to do when choking?

encourage coughing; raise the arms

bend forward and give back blows;

if still choking give them abdominal thrusts (Heimlich) and call 911

• Seizure profiles - SS, MML, WM, TT

What to do?

Give space - protect head but do NOT hold down

Track time - length of episode

Keep the surroundings clear from hazards

Don't hold them down and put anything in the mouth

If individual is lying down place them on the side when episode is over - airways clear

Keep warm

• Street Safety

Do not send CPs out alone - make sure there is CW ready to receive the CPs

Accompany CPs at all times

Crossing street protocols (stop, left-right-left; safe to cross)

A CW in front and one at the back

Be aware of CPs following you

Stay between the wall and the white line in the lane

Gather by the sidewalk before crossing

• Walkie Talkie protocols

Check in with the office to make sure WT is turned on and connected
Have a WT when going out (garden; walks / large groups have multiple WTs)
If not able to reach the office – use a cellphone

- Stairs

Nothing to be left on the or at the bottom of any stairs

- Floors

If wet – dry (signs?)

- Wheelchair protocol

Will schedule training

Check breaks before CP sits in

CPs do not push a wheelchair without CW supervision

Cleaning ~ End of Day Sanitizing Protocols

- Schedules of Tasks /Duties Roster for coverage (needs to be filled by CWs)
- Rinsing dishes
- Green Bins
- Recycling Plastics

Other Points

- Day Force Update
- Christmas Break

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- Christmas Break DECISION: closed on 27th. Looking for coverage for 28,29,30,31 of December