



Title:

Resident missing from roll call - CODE YELLOW Emergency
Procedures

Policy no. :

750.05

Reviews:

06/2016, 04/2018, 11/2019, 03/2021, 11/2022

Effective Date:

January 1, 1994

Applies to:

All employees

Table of contents

1. Policy Statement.....3

 1.1. Statement3

2. Definitions.....3

 2.1. Missing resident.....3

3. Policy Objective3

 3.1. Objective.....3

4. Application of the policy3

 4.1. Application3

5. Policy Requirements3

 5.1. Suspicion that a resident is missing.....3

 5.2. Missing resident not found.....4

6. Responsibilities.....5

 6.1. Employees5

 6.2. The management team.....5

7. Legislative authority5

 7.1. Legislative authority5

8. References.....5

 8.1. References5

1. Policy Statement

1.1. Statement

1.1.1. Initiate emergency procedures when a resident goes missing.

2. Definitions

2.1. Missing resident

2.1.1. Resident who is absent from the Residence without staff permission or notice.

3. Policy Objective

3.1. Objective

3.1.1. Promote a safe and secure living environment for residents.

4. Application of the policy

4.1. Application

4.1.1. This policy applies to all employees of the Residence.

5. Policy Requirements

5.1. Suspicion that a resident is missing

5.1.1. When a person doubts, believes, suspects that a resident is missing, that person immediately informs the nurse in charge of that resident. The nurse gathers the available staff from his/her wing/floor and asks to search the floor, including toilets, common areas, under the beds, giving the following information:

- a. Description of the person and his or her distinguishing features, including age, weight, height.
- b. Shows a picture of the missing resident.
- c. Medical information that may pose a threat to the resident or others.
- d. Request to communicate with her of any developments.

5.1.2. Following the search of the floor;

- a. Missing resident is found:
 - i. Assessing the resident's condition and taking vital signs

- ii. Write an incident report in the resident's electronic record software, which includes calling the proxy, notifying the attending physician, short and long term interventions to prevent further recurrence.

5.2. Missing resident not found:

5.2.1. The nurse in charge of the missing resident announces CODE YELLOW via the cell phone indicating the location (example: Code yellow at the unit and repeats it 3 times)

5.2.2. Employees available for search join the nurse who will relay the following information:

- a. Description of the person and his or her distinguishing features, including age, weight, height.
- b. Shows a picture of the missing resident.
- c. Medical information that may pose a threat to the resident or others.
- d. Requests to group together in pairs and communicate with her of any developments.
- e. A search begins in the entire facility and outside the Residence.

5.2.3. If the resident is found in the facility, follow his steps:

- a. Cancel CODE YELLOW via cell phone.
- b. Assess resident's condition and take vital signs.
- c. Write an incident report in the resident's electronic record software, which includes calling the proxy, notifying the attending physician, short and long term interventions to prevent further recurrences

5.2.4. If the resident is not found inside and outside the facility, within a reasonable amount of time (less than 30 minutes) the nurse will assemble the available search staff and coordinate the search around the Residence. The nurse will communicate with the agent, the police department and the administrator.

- a. The nurse will provide the necessary information to the police to locate the missing resident.

5.2.5. If the resident is found outside the Residence, regardless of distance, follow these steps:

- a. Cancel CODE YELLOW via cell phone.

- b. Assess resident's condition and take vital signs.
- c. Write an incident report in the resident's electronic record software, which includes calling the proxy, notifying the attending physician, short and long term interventions to prevent further recurrences
- d. Report to the MOHLTC according to the procedures in the orange binder, "Report to MOHLTC".
- e. Important: Depending on the outside temperature, the season, the resident's clothing, the duration of the disappearance: It will be necessary to closely monitor the resident's condition and vital signs.

6. Responsibilities

6.1. Employees

6.1.1. All employees must:

- a. Become familiar with and comply with this policy.

6.2. The management team

6.2.1. This policy is tested and reviewed annually.

7. Legislative authority

7.1. Legislative authority

7.1.1. *Long-Term Care Recovery Act of 2021*

7.1.2. Regulations of Ont. 246/22

8. References

8.1. References

8.1.1. Incident report to the resident's electronic record

8.1.2. Electronic Incident Report to MOHLTC

Eric Larocque

Signed with ConsignO Cloud (08/11/2022)
Check with verifio.com or Adobe Reader.

Prescott
Russell

Eric Larocque
Director