

ARCHDIOCESAN POLICIES AND PROCEDURES

- *Indicates Policies*
- *Indicates Procedures*

MEDICAL EMERGENCY POLICIES AND PROCEDURES

- In life-threatening situations, always contact 911, local EMS to provide ambulance service.
- Parish Catechetical Leaders of Youth must be aware of directions to the nearest hospital or medical facility (both locally and when traveling off-site).

Life-Threatening Emergency Procedures

911 should be called when the person:

- Is or becomes unconscious
- Has trouble breathing
- Has chest pain or pressure
- Is bleeding severely
- Has pain or pressure in the abdomen that does not go away
- Is vomiting or passing blood
- Has seizures, a severe headache, or slurred speech
- Appears to have been poisoned
- Has injuries to the head, neck, or back
- Has possible broken bones
- Or when the individual and/or parent makes a specific request.

Accidents

- If there is an accident, do not make any judgment regarding liability or negligence. If an accident prompts a police investigation, cooperate fully by stating what you witnessed, but do not offer opinions about any matter. Politely refer all additional questions to the Pastor, Archdiocesan Risk Management Office or the Archdiocesan General Counsel (Legal Office). You should not make any statements or comments to the press or news media; refer them to the Pastor and the Archdiocesan Communication Office.

Procedures

If there is an accident on Archdiocesan Property the following procedures are designed to assist to gather accurate information.

- Assist them, and call for professional help if the injury warrants it.
- The comfort and protection of the injured person is of primary importance.
- Do not presuppose that the injury is minor enough not to warrant the completion of an Accident Report Form (These should be available through your parish office). Even minor cuts and bruises can become a health concern.
- Begin to fill out the Accident Report Form. Remember to get names, addresses, and phone numbers of witnesses and any other parties involved. Be as accurate as possible in completing all information. Do not make any judgment regarding liability or negligence or commit to pay for medical treatment.
- Immediately file an accident report with your Pastor or the appropriate parish administrator and the Archdiocesan Director of Risk Management.

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MEDICAL POLICIES AND PROCEDURES, continued

First Aid

- || Each parish youth ministry program must have a well-stocked and easily accessible first-aid kit.
- Medications may only be dispensed by the Parish Catechetical Leader of Youth or authorized adult in accordance with the written instructions provided on the *Medical Consent Form* by the parents/guardians.
- Do not administer medication of any kind without checking the Medical Consent Form for written parental permission, allergies, and other medical conditions. All medicine should be labeled in their appropriate prescription or over the counter bottles, and should not be in the possession of the youth unless necessary (NOTE exceptions: those taking insulin, inhalers or needing an epinephrine pen).

Illness and Injury Procedures

- It is recommended that the youth ministry team be trained in first-aid and CPR. When travelling it may be beneficial to have a licensed nurse or EMT on hand to assist in times of medical emergencies.
- Upon seeing the injured person, assess the situation for any additional possibility of injury to anyone else (including yourself). Make sure no one else will be injured. Would you be in danger if you tried to approach the victim to administer first aid? Do not put yourself in danger.
- Do not move the injured person unless he or she is in an immediate, life-threatening situation. Anytime an injured person is moved, there is risk of additional injury that might cause permanent damage or death. If you have to move the victim, do it as quickly and carefully as possible. Avoid twisting or bending the victim, who might have a neck or spinal injury.
- Call 911 or the local emergency number. If possible, send another person to make the call.
- Contact the parent/guardian.
- If parent/guardian can not be found, contact the emergency contact.
- Take the *Medical Consent* form with you for any treatment.

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Physical Abuse & Neglect Policies and Procedures

It's the Law:

Any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, or that a child has died of abuse or neglect **MUST** report his or her suspicions to the Texas Department of Family Protective Services or local or state enforcement agency.

- A written incident report should be made with the file number given by Family Protective Services and kept on file at the parish.

Who Must Report: Any person who has cause to believe abuse or neglect of a minor.

Basis for Report: Having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect.
N.B. The law does not make distinction between youth and adult or child on child abuse.

When to report: IMMEDIATELY- A report must be made orally within 48 hours after there is cause to believe/suspect that the child has been or may be abused or neglected

Penalty: Failure to report is a Class B misdemeanor. Knowingly or intentionally making a false report is a Class A misdemeanor.

Immunity: A person who, without malice, makes a report of suspected child abuse or neglect is immune from civil or criminal liability.

Confidentiality: Reports of child abuse or neglect are confidential. Information in the reports, including the name of the person who makes the report, may be used only for purposes consistent with the investigation of abuse or neglect.

Allegations or Suspicions:

Look for any of the following signs of abuse

Burns	Physical neglect	Cutting
Bruising	Medical neglect	
Fracture	Lack of supervision	

Procedures

- Obtain as much information as possible from the child or persons involved. Make sure you obtain as many **FACTS** as possible prior to making report.
- An oral report must be made immediately to the Family Protective Services (FPS), through its 24-hour Child Abuse Hotline (1-800-252-5400), and obtain case number or contact local law enforcement with report of allegation.
- After the report has been made, the entire incident should be reported to the pastor in order to inform him of this matter.
- The incident must be kept confidential.

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Sexual Abuse Policies and Procedures

□ ***It's the Law:***

Any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, or that a child has died of abuse or neglect **MUST** report his or her suspicions to the Texas Department of Family and Protective Services or local or state enforcement agency. N.B. In reporting sexual abuse, the law does not make distinction between a youth or an adult, or child on child abuse.

Who Must Report: Any Person

Basis for Report: Having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect.

When to report: **IMMEDIATELY**- A report must be made orally within 48 hours after there is cause to believe/suspect that the child has been or may be abused or neglected

Penalty: Failure to report is a Class B misdemeanor. Knowingly or intentionally making a false report is a Class A misdemeanor.

Procedures

- Obtain as much information as possible from the child or persons involved. Make sure you obtain as many **FACTS** as possible prior to making a report in order to have a detailed and accurate report (The incident form may be used.).
- An oral report must be made immediately to the nearest office of the Child Protective Services, Texas Department of Family and Protective Services, or to the 24-hour Child Protective Services Texas Abuse/Neglect Hotline (1-800-252-5400) and obtain case number.
- Contact local law enforcement agency and give case number along with report of allegation.
- After a report has been made to Child Protective Services contact and inform the pastor.
- A written report must be made within five days thereafter to the same agency or department. (The incident form may be used.)
- A written report of the entire incident should be discussed with the pastor in order to inform him of this matter.
- A copy of the report should be given to the Pastor.
- The incident should be kept confidential.

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TRANSPORTATION POLICY

When private passenger vehicles are used for transporting adolescents to and from youth events the following information must be supplied and this information must be certified by the driver in question (see Driver Information Sheet on page 82).

- Persons transporting youth must have a valid, non-probationary, State of Texas driver's license with no physical disability that could in any way impair his or her ability to drive the vehicle safely. Additionally, all drivers (adults and youth) must allow the Archdiocese/parish to obtain a current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from providing transportation for events.
- The driver must be 21 years of age or older. No one under the age of 21 may drive youth to or from a youth event, or during the event.
- Drivers, 18-20 years of age (out of high school), must have a valid State of Texas driver's license. They may drive themselves to and from an event, but they may not drive high school youth, except their siblings (see Young Adult Driver Information Sheet on page 83).
- When allowed by the Pastor, youth under the age of 18 may drive to and from an event, but this should be an exception, and must have explicit written permission from parents/guardian releasing the Archdiocese and Parish from any liability (see Youth Driver Information Sheet on page 84). Youth drivers may not drive other youth (other than siblings) or be allowed to make unscheduled stops going to and from the event. As with older drivers, if allowed to drive to an event, parents must allow the Archdiocese/parish to obtain their child's current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from driving to an event.
- In all cases, the Parish Catechetical Leader of Youth is obligated to verify that all drivers have the proper insurance and to insure that a recent Department of Public Safety report has been obtained through the Archdiocesan Human Resources Department.
- The vehicle must have a valid and current registration and license plates.
- A signed Driver Information Sheet on each vehicle used must be submitted to the Parish Catechetical Leader of Youth prior to each trip.
- Each driver and/or chaperone must be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities.
- Remember, approval to work with children and youth does not give clearance to transport youth.

For a complete copy of the Archdiocesan Fleet Safety Program, please contact the Archdiocesan Risk Management Office at 713-659-5461, <https://www.archgh.org/offices-ministries/business-offices/risk-management/>