

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Behavioral Health-Halfway House

Policy Number: HHS-BH-HWH 4422

Policy Title: Basic First Aid and CPR Training

Attachments:

Revision History:

Revised by/Date: Mark Watters, 12/11/2015

Approved by:

Crystal Weckert, Behavioral Health Director



Date:

3/28/17

Approved by:

Jeff Larson, Executive Director of HHS



Date:

4/5/17

POLICY STATEMENT: It is the policy of the Mille Lacs Band Halfway House (HWH) program to require all staff to be trained in Basic First Aid and Cardio-Pulmonary Resuscitation.

PURPOSE: The purpose of this policy is to mandate training for a sufficient number of staff to provide first aid and emergency aid to clients and other staff members on each shift.

PROCEDURE: The HWH Manager will be responsible for scheduling basic first aid and CPR training at the HWH or authorize staff to be trained at an outside training site.

The HWH Manager will schedule Red Cross certified training in Basic First Aid and CPR and select staff to be trained. A copy of the Red Cross Certificate will be place in the employee file.

Internal and/or External References	
Compliance - Posting Date	4/10/2017 (HWH)
Replaces – Policy Number	
Next Review - Due Date	4/5/2020