

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

Department: Substance Use Disorder-Four Winds

Policy Number: HHS-SUD-FW 4753

Policy Title: Unexpected Death of a Client

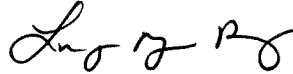
Attachments:

Revision History:

Revised by/Date: Lindsay Misquadace-Berg 7/2021

Approved by:

Lindsay Misquadace-Berg, Four Winds Treatment Director



Date:

10/15/21

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

11-30-21

POLICY STATEMENT: The Mille Lacs Band Four Winds Lodge has established procedures to be followed in the event of a client's unexpected death. The regional Medical examiner will conduct a thorough investigation in conjunction with local law enforcement to determine the cause, manner, and circumstances surrounding the client's unexpected death or death caused by other than natural causes.


PURPOSE: The purpose of this policy is to provide for the proper notification, investigation, reporting, and disposition in the event of an unexpected client death or a client death by other than natural causes.

DEFINITIONS:

Unexpected Death - death caused by trauma, accident, or death by natural causes that are not related to the natural course of the patient's illness, underlying condition, or existing medical condition.

PROCEDURES: Secure, monitor, maintain the integrity of the death scene, and maintain the dignity of the deceased. Staff at the death scene will:

- Notify the medical examiner's office, RN in charge or Administrator as soon as possible.
- Call the family ask if they request to view the body before calling mortuary.
- Secure the client's room and relocate and/or secure other clients as necessary.
- Remain in the designated area until the body is appropriately removed, or until the duties of this staff are transferred to another staff person.
- Follow the instructions of the deceased, legal representative, if any, next of kin, or other relative regarding funeral and other related arrangements.
- Make appropriate documentation in the client's medical chart including the circumstances surrounding the death, all contacts made, and the removal of the body. Document if dentures, glasses, etc. were sent with the body. Fill out discharge information records of deceased individual. Four Winds will retain records for a period of three years following death.

Internal and/or External References	Minnesota Rules 4665.1300
Compliance - Posting Date	11/30/2021 
Replaces - Policy Number	
Next Review - Due Date	