



STATE OF MARYLAND

DHMH

---

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Robert L. Ehrlich, Jr., Governor – Michael S. Steele, Lt. Governor – Nelson J. Sabatini, Secretary

Developmental Disabilities Administration

Diane K. Coughlin, Director

**EDUCATIONAL ALERT!!!**

TO: All DDA Service Providers

FROM: Diane K. Coughlin, Director *DKC*  
Developmental Disabilities Administration

DATE: February 13, 2004

SUBJECT: Emergency Medical Situations

---

The Mortality Review Committee (MRC) was established by the Department of Health and Mental Hygiene (DHMH) through legislation effective October 2001. The MRC evaluates causes or factors contributing to deaths of individuals in programs and facilities operated or licensed by the Developmental Disabilities Administration (DDA) and the Mental Hygiene Administration (MHA).

The MRC has expressed concerns about the ability of agencies to respond in the most expeditious manner when emergency medical situations occur involving the individuals served by the agency. Also concerns have been expressed about the provision of key medical information to emergency and hospital personnel.

Each agency should have in place a protocol to be implemented when addressing an individual's need for emergency medical treatment. Each agency must ensure that all staff are informed of the agency's emergency protocol and trained in the implementation of such protocol.

Additionally each agency must comply with COMAR 10.22.02.13 (C) that states: "On notification of a medical emergency, the licensee shall ensure that the individual's medical information is available and readily accessible to emergency personnel." A complete copy of COMAR 10.22.02.13 is attached to this alert for your review.



Please ensure that this information is shared with appropriate staff. Working together we can reduce and avoid unnecessary complications that may occur during medical emergencies.

cc: Carol Benner  
Bill Dorrill  
Regional Directors  
Gwen Winston

medication administration records, treatment administration records and physician medication order forms.

**.13 Records.**

**A. All licensees shall maintain records for each individual at the site where the individual is being served.**

**B. The records shall include at a minimum:**

**(1) The identifying information which appears on the individual's application for services from the Administration.**

**(2) Sufficient information that enables the licensee to provide services in a manner which ensures the individual's health and safety, including:**

**(a) An emergency contact person for the individual,**

**(b) The names of the individual's next of kin,**

**(c) The individual's physician,**

**(d) The individual's current diagnosis,**

**(e) Documented allergies of the individual, and**

**(f) A listing of the medications the individual**

**receives;**

**(3) The IP as defined in COMAR 10.22.05;**

(4) Documentation demonstrating implementation of the IP;

and

(5) Any other information the Administration may require.

C. On notification of a medical emergency, the licensee shall ensure that the individual's medical information is available and readily accessible to emergency personnel.

D. The licensee shall:

(1) Maintain an individual's records for a minimum of 5 years, regardless of whether the individual is no longer being served or dies;

(2) Maintain documents relevant to the services the individual is currently receiving, as long as the individual is being served; and

(3) Organize an individual's record in a manner that facilitates easy access to needed information.

#### .14 Quality Assurance.

A. The licensee shall submit a quality assurance plan and any subsequent substantive changes to the plan to the Administration for approval.