

Safety Management

Purpose:

The purpose of this policy is to ensure the safety and well-being of all participants during recreational activities, preventing accidents and promoting a secure therapeutic environment.

Scope: This policy applies to all staff, volunteers, and interns within the Recreational Therapy Department at Revive Harmony Children's Hospital

Responsible Party:

Revive Harmony Children's Hospital Administration and Staff

Attachments:

Safety Management Inventory

- I. To ensure the safety management in our Therapeutic Recreation at Revive Harmony Children's Hospital, start by conducting a comprehensive assessment of all therapeutic equipment and materials. Create an inventory list that includes item names, quantities, and locations within the hospital. Regularly inspect equipment for signs of wear and tear, ensuring they meet safety standards. Update the inventory list as new items are acquired or old ones are retired. Collaborate with the maintenance department to schedule routine checks and necessary repairs. Train therapeutic recreation staff on proper usage and storage of materials, emphasizing safety protocols. Establish a system for reporting damaged equipment immediately. Review and audit the inventory monthly to ensure accuracy and address any discrepancies promptly. This systematic approach maintains a safe and organized environment conducive to effective therapeutic sessions.
 - a. Safety Management Procedures
 - i. RT therapists will conduct a preliminary risk assessment for each activity before implementation and identify potential hazards, assess the level of risk, and determine necessary precautions.
 - ii. All RT staff must undergo annual safety training focusing on emergency response and first aid. As well as ensure staff is familiar with hospital emergency procedures and locations of safety equipment.
 - iii. RT team will be responsible for inspecting equipment and activity areas for any safety hazards before each session. Additionally, ensure all equipment is in good condition and suitable for the participants' age and ability.
 - iv. Maintaining appropriate staff-to-participant ratios based on the activity and participants' needs and ensure continuous supervision during activities, both on and off hospital premises.
 - v. RT staff are to document and report all incidents or near-misses using the hospital's incident reporting system immediately and review incidents to prevent future occurrences and improve safety protocols.