



A not for profit company

Policy Number:	1140	Page:	1 of 1
Effective Date:	January 1, 2010	Replaces:	February 1, 2006

SECTION:	CLIENT SERVICES
TOPIC:	CLIENT HEALTH CARE CONSENT

Intent: To ensure that there is appropriate authorization to access ongoing and emergency medical services.

To ensure that medical consent forms are kept current.

A Health Care Consent Form must be signed and updated annually by the client / legal guardian.

This signed form must be placed in the client's medication binder/package (original to be kept at the office in the client file).

In the event that exceptional medical treatment is required, Agency Employees must ensure that client / Legal Guardian Consent Procedures are followed.

Staff will provide assistance for the client to access other medical services relevant to their needs.

In the event that medical emergency treatment is required, efforts must be made to obtain consent from the client / legal guardian. If the guardian cannot be reached, efforts will be made to inform the legal alternate guardian. If neither guardian can be reached, employees will proceed to access emergency medical services as outlined in the Health Care Consent Form. In this event, guardians will be notified as soon as possible.

Employees must never sign any document on behalf of the client for any purpose. If necessary, explain that signing authority is a guardian responsibility.

Employees must have all medical and medication changes approved by the client/legal guardian PRIOR to administering.

- Reference**
- Emergency Situations Policy
 - Legal Guardianship/Trusteeship
 - Medical Health Care Consent Authorization Form
 - Medical File
 - Medical Health Diagnosis, Treatment and Services Policy
 - Agency Medical Process