* 1. **Unexpect****ed Death** [**Table of Contents**](#TOC)

Department: Assisted Living

Approved By: Executive Team

Issue Date: March 31, 2011

Updated: March 9, 2016

**Policy:**

Southview Heights and Terrace is responsible for ensuring there is a clearly defined policy guiding employees for an unexpected death of a resident.

**Purpose:**

To provide guidelines in the event of an unexpected death of a resident at Southview Heights and Terrace.

**Procedure:**

In the event of an unexpected medical situation that results in a resident’s death, the following will occur:

1. If a staff member discovers a resident that appears to be lifeless, the LPN should be immediately notified.
2. If there is no LPN on duty, then the care staff are to check on the resident (breathing, skin color, verbal response, pulse, etc.). DO NOT DISTURB THE BODY.
3. If this check reveals that there are no apparent signs of life, staff are to immediately call 911 with the description of the situation.
4. While waiting for emergency personnel and police, staff are to call the On Call Manager and Executive Director and report the apparent death.
5. The On Call Manager will provide any guidance/support as required.
6. Staff are not to disturb the resident’s suite but place Heights resident’s keys/pendant in nursing office. Terrace resident keys/pendant should be left on the kitchen table in the resident’s suite.
7. The police will conduct an investigation regarding the apparent death and they will contact the coroner if necessary.
8. Once the Emergency personnel have given permission for staff to leave the suite staff are to contact the resident’s family or any emergency contact and inform them of the situation.
9. Staff are to complete an incident report on Point Click Care on the Heights resident progress note. Staff are to fill out an incident report if it was a Terrace resident death and place it in the Independent Living Manager’s mailbox.
10. Staff are to contact the Chaplain of any resident deaths but inform the Assisted Living Manger of any Height’s resident’s deaths.
11. The Assisted Living Manager will notify, on the next business day, the site case manager and report the unexpected Heights resident’s death to the Office of the Assisted Living Registrar.