Scope: State Center and Mental Retardation Unit Directors

Purpose: The purpose of this Bulletin is to establish the requirements that State Centers and Mental Retardation Units must comply with to ensure that there are sufficient qualified employees to provide proper Cardiopulmonary Resuscitation (CPR) and the Heimlich Maneuver in times of need.

Discussion: At each facility all physicians (including those on contract), dentists, Registered Nurses and Licensed Practical Nurses must be trained and certified in Two Person Adult CPR and Heimlich Maneuver unless an individual is determined to be physically unable to participate in the training. They must be recertified every year or two years if your local chapter permits it. The Two Person CPR course must also include a One Person CPR component. Additionally, all direct care and program staff must be trained in One Person Adult CPR and Heimlich Maneuver, unless an individual is determined to be physically unable to participate in the training. Retraining must occur at least every two years. Center and Unit administrative staff will determine who is physically unable to participate. Whenever cessation of respirations, heartbeat, or both occur, staff trained in CPR techniques shall institute appropriate resuscitation measures immediately. When an individual is choking, staff trained in the Heimlich Maneuver shall institute this procedure immediately. These emergency techniques shall be administered until orders for discontinuation are received from a physician or until advanced emergency response services are obtained.

To assist staff in the use of these procedures, first aid kits must include appropriate ventilating bags. Training records for all staff trained must be maintained at the facility.