

## **Presenter Supplement**

This Module will deal with individual safety in the home and outside environment.

In this Module you will practice OJT Activity #58 Bed to Wheelchair Transfer.  
Other practice activities include:  
Wheelchair to Toilet Transfer  
Wheelchair to Tub Transfer

**Trainer's Note: The OJT's in this section are for practice only. They are not meant to replace performance of the OJT/CBTAs in Appendix 3.**

**NOTE: The following contacts are available to contact for epilepsy training in your area**



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## **Epilepsy Training Available**

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Individuals may contact the nearest location listed below to schedule training as well as receive free materials on epilepsy. Remember this training can be used by QIDPs to meet requirements for DHS continuing education units.

### **Epilepsy Foundation of Greater Southern Illinois**

140 Iowa Ave, Suite A  
Belleville, IL 62220-3940  
(618) 236-2181  
(866) 848-0472  
Fax (618) 236-3654  
[WWW.EFGREATERSIL.ORG](http://WWW.EFGREATERSIL.ORG)

### **Epilepsy Foundation of Greater Southern Illinois - Southern Illinois Region**

1100 D South 42<sup>nd</sup> Street  
Mt. Vernon, IL 62864  
(618) 244-6680  
Fax (618) 244-6686  
[WWW.EFGREATERSIL.ORG](http://WWW.EFGREATERSIL.ORG)

### **Epilepsy Foundation North/Central Illinois Iowa & Nebraska**

321 W. State St., Suite 208  
Rockford, IL 61101-1119  
(815) 964-2689  
(800) 221-2689  
Fax (815) 964-2731  
[WWW.EPILEPSYHEARTLAND.ORG/](http://WWW.EPILEPSYHEARTLAND.ORG/)

### **Epilepsy Foundation Greater Chicago**

17 N. State St., Suite 1300  
Chicago, IL 60602-3297  
(312) 939-8622  
(800) 273-6027  
Fax (312) 939-0931  
[www.epilepsyfoundation.org/chicago/](http://www.epilepsyfoundation.org/chicago/)

Information provided by the Epilepsy Foundation of Greater Southern Illinois  
All agencies listed above are affiliates of the Epilepsy Foundation of America.

## **SAFE FOOD HANDLING**

Despite the fact that the United States has the safest food supply in the world, it is not invincible. In Illinois, it is estimated that as many as 250,000 cases of foodborne illness may occur each year. However, because these illnesses can be quite mild and because the vast majority of them occur in the home, many go unreported. Yet, foodborne illnesses can lead to serious complications and even death. Therefore, how you handle food in your home can mean the difference between health and illness.

The following suggestions will help you to select, store and prepare foods properly.

### **Selecting Food at the Store**

If you have a number of errands to run in addition to shopping for food, be sure to make the grocery store your last stop. If possible, keep a cooler in your car for transporting refrigerated or frozen items. Take food items home immediately and put them in your refrigerator or freezer. NEVER leave food in a hot vehicle!

Check use-by dates and make sure you can use the food by those dates.

Make sure the food items you buy are in good condition. Refrigerated food should be cold to the touch. Frozen foods should be solid. Canned goods should not be dented, cracked or bulging. Produce should appear fresh. Meat should have a good color and be firm to the touch.

### **Storing Food at Home**

To keep bacteria from rapidly reproducing, be sure your refrigerator is set at the proper temperature. (If you think your refrigerator is not maintaining the correct temperature, get an appliance thermometer from a hardware store and check the accuracy of the temperature setting.) To keep bacteria in check, the refrigerator should run at 40 degrees F, the freezer unit at 0 degrees F. A good general rule to follow is to keep the refrigerator as cold as possible without freezing milk or lettuce.

If you don't plan to use it within a few days, freeze fresh meat, poultry or fish.

When refrigerating raw meat, poultry or fish, be sure to place the package on a plate so that their juices do not drip on other food. Raw juices can contain bacteria.

Always keep eggs in the refrigerator.

### **Preparing Food**

Be sure to wash your hands in warm soapy water before preparing food and after using the bathroom, changing diapers and handling pets.

Kitchen towels, sponges and cloths can harbor bacteria. Wash them often and replace sponges every few weeks.

Keep raw meat, poultry and fish and their juices away from other food. For example, after cutting up meat or poultry, be sure to wash your hands, the knife and the cutting board in hot soapy water before you start to dice salad ingredients.

Thaw food in the microwave or in the refrigerator. DO NOT thaw items on the kitchen counter. This allows bacteria to grow in the outer layers of the food before the inside thaws. If you plan to marinate food, do it in the refrigerator, too.

### **Cooking Food**

Thorough cooking kills harmful bacteria. If you eat meat, poultry, fish, oysters or eggs that are raw or only partially cooked, you may be exposing yourself to bacteria that can make you ill. This is particularly important for children, pregnant women, the elderly, and those whose immune systems are compromised by illness or by medical treatment (for example, chemotherapy).

Use a meat thermometer to ensure that meat and poultry are cooked to the appropriate temperature. Check the chart at the end of this fact sheet for the proper internal cooking temperatures for various meats and poultry.

Salmonella, a bacteria that causes food poisoning, can grow inside fresh, unbroken eggs. Be sure to cook eggs until the yolk and white are firm, not runny. Scramble eggs to a firm texture. Avoid recipes in which eggs remain

raw or only partially cooked (for example, mousse, egg drinks, Caesar salad, etc.). Pasteurized eggs or egg substitute can be used instead.

If you prepare and cook food ahead of time, divide large portions into small, shallow containers and refrigerate. This ensures rapid, safe cooling.

### **Safe Microwaving**

While microwaves are great time savers, they can leave cold spots in food. Bacteria can survive in these spots.

Be sure to cover food with a lid or plastic wrap so steam can help to promote thorough cooking. Vent plastic wrap and make sure it doesn't touch the food.

Stir and rotate food for even cooking. If your microwave does not have a turntable, rotate the dish by hand once or twice during the cooking time.

Observe the standing time called for in a recipe or on package directions. During the standing time, the food finishes cooking.

Use an oven temperature probe or a meat thermometer to check that food is done. Be sure to check several spots.

### **Serving Food**

Never leave perishable food unrefrigerated for more than two hours. Bacteria that can cause food poisoning grow quickly at warm temperatures.

Always use clean dishes and utensils to serve food, not those you used to prepare the food. If you grill food, serve it on a clean plate, not on the one that held the raw meat, poultry or fish.

Pack lunches in insulated carriers with a cold pack. Be sure your children know not to leave lunches in direct sunlight or on warm radiators.

Carry picnic food in a cooler with a cold pack. Try to keep the cooler in the shade and do not open the lid any more than is necessary.

If you have a party, keep cold food on ice or keep refrigerated until time to

replenish platters. If serving hot food, maintain it at 140 degrees F or divide into smaller serving platters, which can be refrigerated until time to warm them up for serving.

### **Handling Leftovers**

Divide large amounts of leftovers into small, shallow containers for quick cooling in the refrigerator. Don't pack the refrigerator; cool air must be able to circulate to keep food safe.

With poultry or other stuffed meats, remove stuffing and refrigerate it in a separate container.

### **Reheating Food**

Bring sauces, soups and gravies to a boil. Heat other leftovers thoroughly to 165 degrees F.

Microwave leftovers using a lid or vented plastic wrap to ensure thorough heating.

### **Keeping Food**

Never taste food that looks or smells strange. Just discard it. A good rule to follow is – When in doubt, throw it out.

### **Feeling Ill?**

If you or a family member develop nausea, vomiting, diarrhea, fever or abdominal cramps, you could have food poisoning. Sometimes, though, it is not easy to tell. Symptoms of foodborne illnesses can appear anywhere from 30 minutes to two weeks after eating the contaminated food. Most often, people get sick with four to 48 hours after eating bad food.

Some foodborne illnesses will resolve themselves without treatment. However, if the symptoms are severe or if the victim is very young, old, pregnant or already ill, call a doctor or go to a nearby hospital immediately.

Consumer guidelines from U.S. Department of Agriculture, Food Safety and Inspection Services; and U.S. Food and Drug Administration

## **PRESENTER'S Small Group Activity**

Your group home has decided to invite several people over for Thanksgiving dinner. You have a large kitchen and dining room, so this will work out well. Including individuals, families, friends, and staff, there will be approximately 27 people at this get together. The individuals in your group home have chosen the following foods to comprise the menu:

Turkey  
Stuffing  
Giblet gravy  
Ham  
Candied Sweet Potatoes  
Fresh Green Beans  
Cranberry Sauce  
Rice  
Hot Dinner Rolls  
Butter  
Iced Tea  
  
Banana Cream Pie  
Pumpkin Pie  
Coffee

Six people live in your group home and you will assist three of them in purchasing the foods while the other three will assist in food preparation.

Using the principles of food sanitation and safety, identify important principles in the preparation of this meal. Discuss food purchasing, preparation and storage of leftovers.

### **Here are the facts which you need to consider in your groups:**

You purchase frozen turkeys. Discuss storing and thawing as well as cooking the turkey you purchased.

#### **Frozen Turkey**

Keep frozen until you're ready to thaw it.

Turkeys can be kept in the freezer indefinitely. However, cook turkeys within 1 year for the best quality.

#### **Thawing Your Turkey**

There are three ways to thaw your turkey safely:

**Thawing in the Microwave Oven:**

Check your owner’s manual for the minutes per pound and the power level to use for thawing.

Remove all outside wrapping.

Place on a microwave-safe dish to catch any juices that might leak.

Cook your turkey immediately after thawing in the microwave.

Do not refreeze.

**Thawing in the Refrigerator:**

Keep the turkey in its original wrapper.

Place it on a tray to catch any juices that may leak.

A thawed turkey can remain in the refrigerator for 1 to 2 days.

If necessary, a turkey that has been properly thawed in the refrigerator may be refrozen.

|                             |   |
|-----------------------------|---|
| Thawing in the refrigerator | Time to thaw (allow 24 hours for every 4 to 5 pounds) |
| 4 to 12 pounds              | 1 to 3 days   |
| 12 to 16 pounds             | 3 to 4 days   |
| 16 to 20 pounds             | 4 to 5 days   |
| 20 to 24 pounds             | 5 to 6 days   |

**Thawing in Cold Water:**

Wrap your turkey securely, making sure water is not able to leak through the wrapping.

Submerge the wrapped turkey in cold tap water.

Change the water every 30 minutes.

Cook the turkey immediately after it is thawed.

Do not refreeze.

|                       |   |
|-----------------------|---|
| Thawing in cold water | Time to thaw (allow 30 minutes per pound) |
| 4 to 12 pounds        | 2 to 6 hours                              |
| 12 to 16 pounds       | 6 to 8 hours                              |
| 16 to 20 pounds       | 8 to 10 hours                             |
| 20 to 24 pounds       | 10 to 12 hours                            |



1. John, who lives in the group home, is assisting with cooking this dinner. He has cooked about three times the amount of rice needed. Discuss storage of the left over rice.

***You can store cooked rice for about 6 days in the refrigerator or up to 6 months in the freezer. To reheat it, add 2 tablespoons of water for each cup of cooked rice and put it over very low heat in a covered pan on the stove or reheat it in a microwave oven.***

***There is a form of bacteria (bacillus cereus) that occurs naturally in many samples of uncooked rice. It can survive the cooking process and multiply to harmful levels if the rice is allowed to cool for an extended period without refrigeration. Leftover cooked rice should be placed in a shallow container to allow it to cool quickly, and stored in the refrigerator for up to a week or in the freezer for half a year or more.***

2. Martin lives in the group home and his mother has insisted on stuffing the turkey the night before. She always does that with her turkeys and bakes them early in the morning. That way, she says the oven is free for other baking. She just called you and is on her way over to the group home to stuff the turkey. She won't take no for an answer. What would you recommend?

***The USDA does not recommend buying retail-stuffed, uncooked turkeys from a store or restaurant. DO NOT THAW a commercially pre-stuffed frozen turkey before cooking. If this product has been placed in the refrigerator, and it has completely thawed, discard both the turkey and the stuffing.***

***If you plan to prepare stuffing using raw meat, poultry, or shellfish, you should cook these ingredients before stuffing the turkey to reduce the risk of foodborne illness from bacteria that***

***may be found in raw ingredients. The wet ingredients for stuffing can be prepared ahead of time and refrigerated. However, do not mix wet and dry ingredients until just before spooning the stuffing mixture into the turkey cavity.***

***If stuffing is prepared ahead of time, it must be cooked immediately and refrigerated in shallow containers. Do not stuff whole poultry with cooked stuffing.***

***Cook Immediately! Immediately place the stuffed, raw turkey in an oven set no lower than 325 °F.***

3. Instead of making iced tea as the dinner menu calls for, Bob decided to make lemonade and he poured it into an unlined decorative copper pitcher rather than the plain glass pitcher which you had asked him to use.

4. The gravy was made two hours ago and left in a covered pot sitting on the kitchen cabinet. Is the gravy safe to serve?

***No, unless it was kept heated to 140 degrees during that time.***

5. Tim's aunt came for dinner and brought macaroni salad. She said that she came directly from her daughter's home where she was for about 3 hours and left the salad in her car feeling that it was cold enough. The high temperature today was 37 degrees F. and it was very sunny. Should you serve the salad? You wonder did it get warmer than 37 degrees in the car.. You hate to hurt her feelings by not serving the salad.

***Leftovers should be stored in the refrigerator within 2 hours after cooking is completed. Why just 2 hours? Because bacteria that cause food poisoning can multiply to undesirable levels on perishable foods left at room temperature for longer than that.***

## ***The "Danger Zone"***

***Bacteria, or other germs, need time, food and moisture (or wetness) to grow; but they won't grow when the temperature of the food is colder than 41° F or hotter than 140° F. The temperatures in between 41° and 140° are in the "Danger Zone." Keep potentially hazardous foods out of the "Danger Zone!" For example, when food is left in the "Danger Zone", bacteria can grow fast, and make poisons that can make your customers and family very sick.***

6. Most of your dinner guests ate the pumpkin pie. By the time food was put away, that banana cream pie had been out of the refrigerator for 1 ½ hours. Do you think that it will be safe to eat tomorrow?

Yes

7. You just noticed an empty, opened can of green beans in the wastebasket. The can is severely dented and soiled. You asked did someone just open the can and Harry says that he did and added the contents to the fresh green beans because he didn't think there would be enough beans for all of the guests. Are the beans safe to eat?

***The number one way to tell if a can is potentially dangerous is to push on the top and bottom of the can. If the top or bottom of the can moves in any way or makes a popping sound, the can's seal has been broken and air has made its way inside. Popped cans should be discarded or returned to the store where they were purchased for replacement. On the other hand, if the can does not make a noise or move, it is most likely safe to eat despite any dents***

***Another way to tell if a can is safe to eat is by simply looking at the can. If the can is bulging and bloated it is most likely unsafe. Cans will bulge and bloat when bacteria begins to produce gasses which push the can outward. You can also tell by looking at the dented can if it rusting. Rust can weaken the integrity of the can and allow air and bacteria to enter it.***

8. The ham which you purchased for this dinner is a canned ham and you bought it in the refrigerated section of the meat counter. The can says "refrigerate" till used. Unbeknownst to you, when Mark was unpacking the groceries, he put the ham on the pantry shelf. You went shopping two days ago. Is this ham going to be safe to use?

***There are two kinds of Canned Ham. One that can be stored on a shelf (aka shelf-stable), and one that must be stored refrigerated.***

***The shelf-stable one is good for up to 2 years on a shelf, at room temperature. It is sterilized in the can during processing. It is usually packed for family-size in what the industry calls "pear-shape cans" (the ones that are flat at the bottom, rounded on top), but for institutions, they may be packed in larger cans called "pullman cans."***

***The ones that must be stored refrigerated are good unopened for 6 to 9 months. They are pasteurized, but not sterilized. Often ham packed in "pullman cans" requires refrigeration.***

## **SDS**

### **PRESENTER –**

Be sure and bring a **Safety Data Sheet (SDS)** from a cleaning product as an example to show the trainees.

**16A**

## **Fires**

**Presenter may wish to show the following video on fire safety. The video can be found at:**

**<http://www.firstalert.eu/create-a-safer-home/get-out-alive-video>**

## Presenter's EpiPens

Given that EpiPens are provided for emergency use and are widely prescribed within the general population, the Division of Developmental Disabilities does not consider the use to be governed by Rule 116, but is to be used as a first aid measure. As with all medication, appropriate use and documentation is required and will be monitored by the Division of Developmental Disabilities, Bureau of Quality Management and/or the Illinois Department of Public Health Developmental Disabilities Section, where applicable.

- Anyone should be able to assist someone experiencing a serious allergic reaction, which includes assisting someone with the use of an EpiPen.
- If an agency serves a person with a known allergy that may require the use of an EpiPen, staff must be trained in the use of the EpiPen and be well trained in the specific clinical signs and symptoms to monitor for allergic reaction. Training can be obtained through the American Heart Association or the American Red Cross at the time of CPR training. The person's physician can instruct on specific monitoring signs and symptoms. It is standard that two "in date" (unexpired) EpiPens are available for use at all times. This is important because the duration of efficacy is limited to roughly 20 minutes. The person may require a second dose prior to the arrival of emergency services.
- Individuals with serious allergies should have a medical alert identification in their possession when outside of their home.
- If a person with a known history of life-threatening allergies experiences an allergic reaction, emergency services (911) must be immediately notified. Please recall that the duration of efficacy of an EpiPen is approximately 20 minutes; hence, the person must be triaged at the closest emergency department for continued assessment and treatment.
- All people receiving services who cannot self-administer the EpiPen must be monitored by staff who are aware of the person's condition. Monitoring by staff must continue unless that person successfully completes training to safely self-administer the EpiPen and is determined able to ensure EpiPen availability at all times.
- Life-threatening allergies can occur immediately at the time of exposure and incapacitate an individual within a short period of time.

- Given the serious nature of life-threatening allergies, the EpiPen auto-injector must be immediately available for use as a first aid measure.
- Appropriate documentation of allergic reactions and use of an EpiPen is expected.

Lilia Teninty, Director  
Division of Developmental Disabilities  
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