

Policy and Procedure

Policy Number: 130

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Division/Department: General Administration

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Subject: Medical Emergency and Health Issues

Policy: To ensure students, staff, faculty, and other campus visitors receive prompt professional medical treatment medical emergencies and other unexpected health issues.

Procedure: As Pine Technical College does not have on-campus health services, the following procedures are to be adhered to in the event of a medical emergency or unexpected health issue.

1. Assess the scene. Do not move the person. Avoid contact with body fluids. Ensure the safety of others by asking them to keep away.
2. If you are a certified First Aid/CPR provider, follow the procedures you have been taught.
3. If emergency services are required or if you are unsure, call 911 immediately. If someone else is near you, send them to call 911 and stay by the person.
 - a. When calling 911, be ready to provide
 - i. your name and telephone number
 - ii. location of the emergency
 - iii. extent of the accident/injury/illness and number of people involved
 - iv. location where someone will meet the ambulance for directing personnel to the injured/ill individual(s)
 - b. Follow the procedures given by dispatcher
4. As soon as possible, notify the supervisor in the area. During evening hours, notify the Evening Coordinator
5. Keep private information private. Do not discuss the incident with anyone other than emergency responders and the appropriate supervisory staff.
6. The appropriate forms must be completed for all incidents.
 - a. Forms are located in the Human Resource (HR) section of the Pine Technical College intranet
 - b. Choose the form that best fits the incident reported. Contact HR for assistance.

Responsibilities: Nursing and Allied Health Faculty are not our health services providers. All staff and faculty should follow this process in the event of a medical emergency, unexpected health issue, or health concern.

Dissemination:

Reviewed by Campus Roundtable: January 30, 2012

Reviewed by Faculty Shared Governance:

Reviewed by Managers Meeting: December 5, 2011; January 23, 2012

Approved by: _____ **Date:** _____
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