



SUBJECT: First Aid

1. PURPOSE

To provide guidance for employees who encounter a situation that necessitates administration of first aid.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

All emergencies (injuries or sudden illnesses) should be handled in an orderly manner according to prescribed procedures.

5. BACKGROUND OR EXCLUSIONS

Employees are referred to SCP-1167 "Emergency Procedures" as a related policy.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

In the event of injury or sudden illness, the Campus Manager / Director or his/her designee shall immediately investigate the situation to determine its seriousness. In the event that the Campus Manager/Director is unavailable, a department manager or supervisor is to be notified.

A. Minor Care – If the accident or illness is minor, the following should be observed:

1. Ask the person if he/she needs assistance.
2. If the victim gives an affirmative reply, or if you feel he/she needs assistance based upon visual observation, proceed as follows:
 - a. Enlist the help of others.
 - b. Assist the victim if necessary, in securing first aid supplies

B. Urgent Care - For urgent care of serious injuries or illness, the following procedures should be applied:

1. Enlist the help of others.
2. Ask someone to call for an ambulance and notify the relatives of the victim. The Human Resources Department keeps emergency contact numbers for all employees.



- 3. Attempt to notify your supervisor and/or the Campus Manager / Director.
- 4. Unless it is necessary to move the victim for the sake of safety, keep him/her in the position best suited for the condition or injury. Do not permit the victim to get up and walk around.
- 5. If blankets or covers are available, keep the victim warm enough to overcome or avoid chilling.

C. Remain In Charge

Remain in Charge until the victim is placed in the care of qualified persons, is able to take care of himself/herself, or is placed in the care of relatives.

D. Incident Report

A Report of Incidents form must be submitted as required by college policy.

E. Accident Report

The Campus Manager/Director must also complete an Accident Report and send the original to the Human Resources Office. The Human Resources Administrator, in consultation with the VP for Finance, will determine if the report needs forwarded to the State Board of Insurance.

8. CANCELLATION

None. Policy in Map Format 8/20/00.

9. SIGNATURE

President Date

Attachments

Distribution

All Employees

Revision Date

August 20, 2000