

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
FINANCE UNIT  
SIP-1233**

**SUBJECT:** First Aid

**REFERENCE:** None

**ORIGINATION:** February 17, 2009.

**EFFECTIVE:** February 17, 2009.

**REVIEWED:** August 31, 2010.

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All employees.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. PROCEDURE**

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

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 Employees are to referred to SIP-1167 "Emergency Procedures" as a related procedure.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 In the event of injury or sudden illness, the Director of Campus Operations or his/her designee shall immediately investigate the situation to determine its seriousness. In the event that the Director of Campus Operations is unavailable, a Dean, Department Chair or Supervisor is to be notified.

7.2 Minor Care- If the accident or illness is minor, the following should be observed:

7.2.1 Ask the person if he/she needs assistance.

7.2.2 If the victim gives an affirmative reply, or if you feel he/she needs assistance based upon visual observation, proceed as follows:

7.2.2.1 Enlist the help of others.

7.2.2.2 Assist the victim if necessary, in securing first aid supplies.

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

7.3.1 Enlist the help of others.

7.3.2 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. The Dean of Student Development keeps the emergency contacts for all students.

7.3.3 Attempt to notify the Director of Campus Operations.

7.3.4 Unless it is necessary to move the victim for the sake of safety, do not move or reposition the individual.

7.3.5 If blankets or covers are available, keep the victim warm enough to overcome or avoid chilling.

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

7.5 Incident/Accident Report- An Accident/Incident Report Form must be submitted as required by college policy.

7.6 Monthly Report of Accidents/Incidents- The Direct of Campus Operations must also complete an monthly Report of Accidents/Incidents and send the original to Chief Financial Officer who will then send the original to the Associate Controller for posting. A copy will then be send to the Human Resources department.

## **SECTION 8. CANCELLATION**

8.1 Any previous procedure being superseded.

## **SECTION 9. REVIEW STATEMENT**

9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

**Attachments:** Identifies forms/summary sheets/etc. associated with this procedure. Enter "None" if no forms/summary, etc., apply.

**Distribution:** All employees of Southern West Virginia Community and Technical College via [www.intranet.southernwv.edu](http://www.intranet.southernwv.edu)

**Revision Notes:** **Example:** April 2010—Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined. The policy SCP-\_\_\_\_\_ was rescinded by the Board of Governors to become a unit procedure on April 22, 2010.