

University Policy 800.01
MEDICAL EMERGENCY

Responsible Administrator: Vice President of Student Development and Services

Responsible Office: Office of Human Resources

Originally Issued: May 2008

Revision Date:

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to ensure the safety of its constituents in case of a medical emergency, and to this end, specific procedures must be established and guidelines followed.

Applicability

This policy applies to all University faculty and staff whether full-time, part-time, or temporary, students, alumni, visitors and any other persons on the property.

MEDICAL EMERGENCY

In the event of a sudden unexplained or possibly life threatening medical situation or a severe illness or injury, please dial #911 for Emergency Medical Services (EMS) from a University telephone. Examples of life threatening conditions may include, but are not limited to, the following: choking, severe chest pain and/or shortness of breath, loss of consciousness, uncontrolled bleeding, debilitating injuries and violent behavior. After calling EMS, the following **key contacts** must be informed:

- **Campus Public Safety - 803- 535-5444**
- **Campus Health Services - 803-535-5328**
- **Vice President for Student Development and Services - 803-535-5541**
- **Office of Human Resources - 803- 535-5268**

University Employees - The above offices must be contacted when employees have work-related illnesses of a minor or major nature. The employee's supervisor is responsible for completing an "Accident Report" form regardless of whether the illness or injury has occurred on or off the campus. The Accident Report must be: completed within 48 hours of the occurrence; signed by all persons noted on the form; and submitted to the Office of Human Resources. University employees who refuse to call or who do not permit a call to the Office of Public Safety should be referred to their department chair, dean or appropriate supervisor.

Non-University Employees - All accidents which involve persons who are not employed by the University must be reported immediately to the above offices as well as **Risk Management, (803)535-5812.**

The cost for EMS services is the responsibility of the employee and non-employee. If the individual refuses transport, or if transport is not recommended by EMS personnel, there is no charge.

ASSISTING IN A MEDICAL EMERGENCY

You can always do something to help in any emergency.

- Take appropriate safety precautions for yourself and the safety of others. Be alert to possible dangers at the scene. Move a victim only if the victim's life is endangered.
- Communicate effectively, giving specifics on what, where, when, and the number of persons involved. Ask a conscious victim for permission before giving care; provide necessary information to EMS personnel upon arrival.
- Organize to the extent possible. Comfort the victim as well as bystanders. Keep the area free of unnecessary traffic and help protect the victim from possible dangers.

