

Safety Manual Chapter 6

Emergency Medical Care - Issue Date 3/89

6-1 Emergency Medical Service

- **6-1.1 On Campus Injury or Illness**
 - **6-1.11** A person who is injured or ill and who is capable of making decisions regarding transportation and/or treatment should be given assistance in making those arrangements.
- **6-1.2** If the person is not capable of making decisions regarding transportation and/or treatment, an ambulance shall be called. Under no circumstances shall the University provide transportation, regardless of the extent of the injury or illness.
- **6-1.3** Limited first aid treatment is available at the University Health Service for ambulatory patients.
- **6-1.4** In case of accidents, the University police shall be notified so that the appropriate accident report may be filed.
- **6-1.5** Telephones: E-911 Coles County Emergency Communication (CCEC)

6-2 Procedures for Summoning Aid

- **6-2.1 Facility**
 - **6-2.11** The University Health Service is available for most minor emergencies when the patient is ambulatory. Staffing does not permit medical personnel to provide treatment outside the Health Service.
- **6-2.2** Laboratory and x-ray equipment is available for more complicated problems, and in the event of fracture or severe injury referral is made to a specialist for continued treatment.
- **6-2.3** If the injured person is a University employee, both the employee and the supervisor are to complete accident reports. Further information and the necessary forms may be obtained from the Human Resources office.
- **6-2.4** Utmost care and following universal precautions should assist in the prevention of disease from blood-borne pathogens, such as HIV or HBV.
- **6-2.5** When practical, the Health Service may be contacted during regular hours for instruction for emergency care, Tel. 581-3013.

6-3 First Aid

- **6-3.1 Outside the Health Service**
 - **6-3.11** Most dormitories and university buildings have some first aid supplies provided by the University Health Service.
 - **6-3.12** Residence Hall counselors and assistants in the dormitories are instructed concerning first aid, but should contact the Health Service when there is any doubt concerning treatment. In most cases, the injured person should be referred to the Health Service after the initial care.
 - **6-3.13** Since respiratory complications are the most serious emergencies, mouth-to-mouth resuscitation should be taught to anyone who may be handling emergencies, as time is of utmost importance in care of these cases.
 - **6-3.14** Ambulance drivers and UPD officers have been instructed regarding mouth-to-mouth resuscitation, but the person first at the scene is sometimes the one who must render care during an interval before outside or trained personnel arrives.
 - **6-3.15** Most minor bruises, abrasions, and contusions can be handled by the named personnel (6-3.14); however, severe problems should be referred to the Health Service.
 - **6-3.16** Burns to the skin or the eyes and injured eyes, including those possibly containing any foreign substance, should be irrigated immediately with cold running water; and the injured person should always be referred to the Health Service or the Emergency Room for follow-up treatment.
 - **6-3.17** Head injuries and back injuries should also always be referred for further evaluation.
 - **6-3.18** Utmost care and following universal precautions should assist in the prevention of disease from blood-borne pathogens such as HIV or HBV.

- **6-3.2 Health Service First Aid Facilities**

- **6-3.21** The University Health Service is equipped to take care of most first aid problems and handles many everyday.
- **6-3.22** Laboratory and x-ray equipment is available and is utilized for more complicated problems, in addition to the initial first aid. Most fractures and severe injuries are eventually referred to a specialist for continued treatment and an orthopedic surgeon is available at the local hospitals one day per week.
- **6-3.23** Any person injured while working for the University should complete an accident report (See Chapter 9) no matter how minor the injury and the injury should be reported to the University Health Service. **6-3.24** Any student injured on the campus no matter how minor the injury should report the injury so that the University can investigate and make appropriate repairs or corrections.
- **6-3.25** The University Health Service shall be responsible for forwarding injury reports to the Human Resources.