

## **MEDICAL EMERGENCY**

### **General Guidelines for First Aid/Healthcare**

1. Have the injured person care for him/herself whenever possible.
2. Avoid direct contact with blood or body fluids.
3. Wash hands thoroughly immediately after providing first aid.
4. Do not handle soiled materials. Notify the O & M Team Leader ext. 3754 to arrange for clean-up and decontamination of areas.
5. Obtain names and contact information of witnesses to injury or illness.

### **Minor Injury or Illness**

1. Assess the situation and provide first aid/medical care as appropriate within your scope of training.
2. If professional medical attention is necessary, do not transfer the person.
3. If the injury is not life threatening but transportation to the hospital is warranted, you may give the individual the option of the following transportation methods:
  - a. Contact Emergency Medical Response Services (Call 911).
  - b. Contact a friend or family member to transport.
4. Notify your immediate supervisor as soon as feasible.
5. The staff member (s) directly involved shall complete an Incident Report form and submit to the President within 24 hours of the incident.

### **Serious Injury or Illness**

1. Assess the situation and provide first aid/medical care as appropriate.
2. If you have any doubt about the type or extent of injury or illness, **DO NOT MOVE THE PERSON.**
3. Contact Emergency Medical Response Service (Call 911).
4. Contact Allied Health and initiate immediate first aid.
5. Contact the President or designee at ext. 3383.