

SECTION IV
INJURY / ILLNESS
MEDICAL ASSISTANCE AND FIRST AID

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INJURY / ILLNESS MEDICAL ASSISTANCE AND FIRST AID

I. QUICK RESPONSE

The following guidelines shall govern the actions of Gustavus Adolphus College employees requesting medical assistance for themselves or others in need.

- A. In the event that a student, visitor, or fellow employee injures himself/herself or falls ill, the employee shall make every effort to assist that person.
- B. Campus Safety shall be contacted by calling extension: 8888 or (507)933-8888
- C. During regular business hours, refer minor injuries to Health Services by calling: Extension 7630.
- D. The caller should give the following information to the Campus Safety dispatcher.
 - 1. Caller's name and location.
 - 2. Injured person's exact location (must be specific).
 - 3. Injured person's condition if known (i.e. fainted, bleeding).
 - 4. Caller should hold on the line until emergency services are dispatched and then should return to the injured party and wait for assistance to arrive.
- E. Campus Safety personnel shall render necessary aid and shall assess the situation and determine the need for further assistance (i.e. ambulance, additional manpower).
- F. The Dean of Students office shall notify parents or relatives if the injury to a student is serious. The Environmental Health & Occupational Safety Office in Campus Safety should be contacted about employee injuries within 24 hours of the injury.
- G. For employee injuries, complete the required Accident/Incident/Injury Report form (with Supervisor signature) **within 24 hours** and submit to Campus Safety. This form can be found at: <https://gustavus.edu/security/osh/>.
- H. Notify Vice President for Finance to contact insurance company if liability is involved.

II. DEATH OR SEVERE MEDICAL PROBLEMS

IMMEDIATE ACTION

A. UNCONSCIOUS PERSON

Do not presume death has occurred.

1. Call 911 and the Campus Safety office at extension 8888 and give the following information:
 - a. Description of the situation.
 - b. Exact location (building, floor, room).
 - c. Your name.

B. FIRST AID

1. Appropriate emergency first aid should be given only by a person trained in first aid.
2. Look for "Medic Alert" type tag with standard physician's symbol. This may be located around the arm, neck, or in a wallet. This would indicate special medical problems.

D. DEATH

If death is confirmed by the coroner, notify Human Resources for employees and the Dean of Students office for students. Additionally, notify the appropriate Vice President's office according to the Emergency Management Grid.

E. PRECAUTIONARY MEASURES

Staff members and students with serious medical problems should notify their supervisors and co-workers of the medical problem as well as any standard emergency treatment related to that problem.

III. CONFRONTATIONAL PERSONS ON COLLEGE PROPERTY

When a confrontational person is encountered and personnel are in danger of an imminent threat, call 911 immediately. Personnel shall also contact Campus Safety at extension 8888 for imminent threats or other confrontations.

GENERAL INFORMATION

A. CAUSES

Psychiatric crisis can be caused by many things ranging from scholastic pressures to drug withdrawal.

B. ACTIONS

Psychiatric antagonism may be directed against the self or others, suicide and homicide being the most extreme forms.

C. YOUR ATTITUDE

Staff should always be pleasant, considerate, helpful, and understanding. A mentally disturbed individual may only require a slightly abrasive experience to reduce him/her to depression.

IV. EMERGENCY TREATMENT AREAS

In the event of a disaster requiring emergency treatment of the injured, emergency treatment areas will be designated by responding Emergency Medical Services personnel (EMS). Personnel trained in first aid should administer treatment until medical assistance personnel arrive. A Campus Safety officer, or designated person, shall meet the responding EMS vehicles and direct them to the scene of the injury and/or disaster.

In a large scale disaster, medical assistance may be delayed due to a shortage of Saint Peter ambulance personnel responding to other disaster locations. Therefore, it may be necessary to render first-aid, prevent panic, and make the injured as comfortable as possible until help arrives.

TREATMENT AREAS

EMS personnel are trained to designate areas appropriate for treatment of injuries resulting from disaster.

Treatment areas should be large and easily accessible. Preferred areas are gymnasias, conference rooms, or wide hallways.

The Red Cross may also designate sheltering areas on campus for community-wide disasters.