

Policy Number: 1.012  
Name: Response to Medical Emergencies  
Approved: April 1, 2009

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The University is not equipped to handle most medical emergencies and must rely on the Montgomery County Emergency Medical services for both first responder care and transport to a medical facility. It is important however to have guidelines for staff to follow in case of a medical emergency, where simple actions can assist a victim during a medical emergency. This policy includes some steps staff can take to mitigate the worst aspects of some injuries. However, staff should not attempt to perform any first responder techniques, i.e. CPR, splinting, or bandaging without proper training. In addition staff should only attempt the procedures listed below if they are comfortable in doing so. The University is equipped with 4 Automated External Defibrillators (AED) that can be used during some medical emergencies involving cardiac arrest.

#### **A. Basic Medical Emergency Information**

- In the event of a medical emergency keep calm, act immediately, and reassure the victim.
- Assist injured persons and remove them from the hazard (if any) only if injuries are minor.
- Do not move seriously injured persons unless they are in danger of further injury.
- Render appropriate first aid to the victim and summons medical help by calling 911 as soon as possible. After calling 911 if possible notify the security desk at 6065.
- When calling 911 be prepared to tell the call taker what happened, number of victims, kind of injury, exact location of the victim, what help (if any) is being given, and lastly your name and phone number.

#### **B. Initial Response**

- Check the victim(s) for consciousness, breathing, pulse, and severe bleeding.
- Call 911 and notify the security desk if the victim is:
  1. Unconscious;
  2. Has trouble breathing;
  3. Has chest pain or pressure;
  4. Is bleeding severely;
  5. Has pressure or pain in the abdomen;
  6. Is vomiting or passing blood;
  7. Has a seizure;
  8. Has a severe headache or slurred speech;
  9. Has injuries to the head, neck, or back; or
  10. Has possible broken bones.
- Request security personnel respond with the AED if the victim is unconscious or you believe they are likely to become unconscious.
- Stay with the victim until emergency medical personnel arrive on the scene.

#### **C. Specific Emergency Procedures**

1. Choking
  - Procedures for treating victims of choking and obstructed airways are taught in CPR classes.
2. Inhalation Exposure
  - Check the scene to make sure it is safe to enter.

- Remove the victim as quickly as possible to fresh air if it can be done safely.
- Never enter a confined space to attempt a rescue.
- Keep the victim at rest and warm.

### 3. Skin Exposure

- Act quickly; corrosive chemicals can damage the skin very rapidly.
- If only a small area of the skin is exposed, flood promptly with water and wash gently with soap.
- If the chemicals are splashed on the head, eye protective equipment should be left on until emergency responders arrive.

### 4. Eye Exposure

- If a chemical is splashed into the eye, take the victim to the nearest water fountain or bathroom.
- Spread the eyelid open and wash the eye for at least 15 minutes.
- Flood all surfaces of the eye and the underside of the eyelids with water.
- If no water fountain or bathroom is readily available, lay the victim on his/her back, turn the head, and pour water into the eye, directing the stream to the side of the head.
- Never attempt to remove foreign objects from the eye, cover the eye with a sterile pad and wait for emergency responders.

### 5. Poisoning

- Call for assistance and do not leave victim alone.
- Call the Poison Control Center at 1-800-222-1222, describe any containers or substances found at scenes and follow their instructions.
- Do not give anything by mouth unless instructed to do so by poison control or medical professionals.

### 6. External Bleeding

- Cover wound with a dressing or clean cloth and apply firm pressure.
- Elevate the wound above the level of the victim's heart.
- If bleeding does not stop, apply more dressings; do not remove the blood soaked dressing.
- Monitor victim and wait for emergency responders.

### 7. Seizure

- Do not hold or restrain the victim or place anything between their teeth.
- Remove any objects in the area that may cause injury.
- Cushion the head if possible.
- Call 911 if the seizure lasts more than a few minutes.

## **D. Notifications**

- Staff members learning of on-campus incidents of sick or injured persons requiring emergency medical treatment should immediately call 911.
- Staff members should then notify the security desk (6065).
- Security personnel will notify the Facilities Manager who will in turn notify the Director of Administrative and Financial Services.
- The Director will make notifications he/she deems appropriate. These notifications may include but are not limited to the Executive Director, Director of Academic and Student Services, Director of Marketing, and the Director of Auxiliary Services.