

## M. Medical Emergency

A Medical Emergency includes any serious injury or illness that requires immediate medical attention. If a major Medical Emergency/illness occurs with any student, employee or visitor:

- NOTIFY 911 for paramedics and ambulance service and if possible, contact Palm Beach State College Security.
- STAY, or have someone else stay, with the patient until help arrives.
- DO NOT move the patient; keep the patient still and comfortable.
- PROTECT victim from injury by removing any potential safety threat to the victim, if possible.
- PROVIDE first aid until help arrives if you have appropriate training and equipment and it is safe to do so.
- SEND someone outside to escort Emergency Responders to the appropriate location, if possible.
- STAY out of the way unless assistance is requested once help arrives.
- Inform Emergency Responders of the following information:
  - Building or location where aid is needed.
  - Specific location within the building.
  - Type of problem, individual's condition.
  - Medical history, if known.
  - Sequence of events.

► *A report must be made as soon as possible to Palm Beach State College Security for injuries/illnesses that occur with STUDENTS, VISITORS or EMPLOYEES.*

► *Security must prepare an Accident – Incident Report to be submitted as soon as possible to Human Resources and the immediate Supervisor for injuries/illnesses that occur with EMPLOYEES.*

If a minor injury/illness occurs with any student, employee, or visitor:

- Assess the need for medical attention. If immediate medical attention or medical transport is required, then follow the procedures outlined above.
- **All incidents on Campus involving students, visitors and employees must be reported to Security.**
- **Employees must notify Security and Human Resources of an incident/injury and file a report. Also, employees must notify their immediate supervisors that an incident has occurred.**

After hours, all incidents should be reported to Security.