

Northwestern State University

First Aid Policy

September, 2018

Obtaining First Aid

Immediate first aid is needed because of an injury or illness, call University Police at 911 from any campus phone or 318-357-5431 from a cell phone.

Give your name, describe the nature and severity of the medical problem, and the campus location of the victim.

University Police will respond and contact the ambulance service, if requested or necessary.

TRAINED PERSONNEL:

- Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
- Ask victim "Are you okay?" and "What is wrong?"
- Check breathing and give artificial respiration if necessary
- Control serious bleeding by direct pressure on the wound.
- Continue to talk to and assist the victim until medical assistance arrives.
- Look for emergency ID on victim.
- Question any witnesses as to what may have happened.
- Give all information you have obtained to the ambulance service.

****ONLY Red Cross trained personnel or any individual who has attended a certified first aid or emergency response course should provide first aid treatment or CPR.**

NOTE: All injuries to Employees must be reported on a DA-2000 & Supplemental Information to the DA-2000 Form. Injuries to Non-Employees must be reported on a DA-3000. (Please see Accident/Incident Reporting policy.)

Employees must report accidents on a DA-2000 to the EHS Office. University Police does not handle Worker's Compensation claims.

HEALTH SERVICES:

Urgent care or first aid is provide only to students, employees, or visitors who are able to come into the Health Services Clinic after an accidental injury. Heath Services Clinic Staff does not respond to emergencies on campus.

Health Services indicates that the 911 system should be used to contact University Police or local first responders in the event of an emergency.

Transportation to Medical Facilities

No university employee, department, or vehicle shall be used to transport any injured person (faculty, staff, student or visitor) to a medical facility. University insurance does not cover medical transportation.

Reporting Work-Related Injuries and Illnesses

All work-related injuries and illnesses must be reported to the injured person's supervisor and to Environmental Health & Safety immediately but no later than the next University business day by calling 318-357-4424, in accordance with the University Accident/Incident Policy.

All employee accidents must be reported on a DA-2000 and Accident Supplemental form.

If a vehicle accident on University business, report to the employee's supervisor, University Police (318-357-5431) and the Motor Pool (318-357-5296) Office immediately. A DA-2041 Form must be complete on all vehicle accidents involving University employees or that happen on University business. The DA-2041 is required to be submitted to the Office of Risk Management within 24 hours of the accident. Original DA-2041 forms are required in the EHS Office.

First Aid Supplies and Blood Borne Pathogen Kits

All first aid supplies and blood borne pathogen kits maintained by University departments and offices must be kept in sanitary condition and are limited to simple household supplies such as nitrile gloves, adhesive bandages, tape, and sterile gauze pads of various sizes which could be used to help in controlling heavy bleeding.

First Aid and Blood Borne Pathogen supplies are the responsibility of the individual departments.

Training

Persons who wish to acquire first aid or CPR training are encouraged to avail themselves of local resources such as the Red Cross, local first aid squads, or University programs when offered.

ROLES AND RESPONSIBILITIES

Health Services	<p>Administers first aid and urgent care for minor injuries to students, and visitors who present themselves at the clinic on Caspari Street.</p> <p>Health Services does not respond to emergencies on the NSU campus.</p>
University Police	<p>Responds to the accident/incident scene. Contacts Ambulance Service and medical personnel, if requested by the injured party. Make routine rounds during late night hours, to remote areas. Responds to emergency calls during employee night shifts.</p>
Supervisors	<p>Ensures that employees report work-related injuries to the Environmental Health and Safety Office. A DA-2000 form and a Supplemental Accident Form.</p> <p>Ensures that employees report all accidents are reported to University Police, photos are taken, and a report is made to document the injury.</p> <p>Supervisors should also ensure that the employee obtains a Post-Accident Drug screen as required by ORM, with or without medical treatment and any incidents where medical treatment is required.</p>
Faculty and Staff	<p>Report work-related injuries and illnesses to supervisors, University Police and Environmental Health & Safety. Obtain first aid as needed.</p>
Environmental Health & Safety	<p>Completes employee accident/incident reports for submittal to the Office of Risk Management.</p> <p>Files accident/incident reports for general liability claims and vehicle accident claims. Initiates post accident drug screenings as required by ORM.</p>