

Emergency Medical Procedures

03-01 — Emergency Medical Procedures

- **Arkansas State University - Jonesboro**
- **Effective Date:** 07/01/97
- **Number:** 03-01
- **Section:** Administration
- **Subject:** Emergency Medical Procedures
- The purpose of this guideline is to establish procedures to be followed whenever a medical emergency exists on University property. A medical emergency may be defined as an urgent need for assistance or relief.
- **A Life Threatening Medical Emergency exists when an individual is:**
 1. Unresponsive
 2. Difficulty breathing
 3. Chest pain
 4. Profuse bleeding
 5. Seizure
 6. Other serious bodily injury
- **If you are assisting in an emergency situation, follow these procedures:**
 - If individual is unresponsive:**
 1. Call 9-911
 2. Identify yourself
 3. Provide building name, floor number and room number
 4. Provide type of emergency
 5. Call University Police Department at 972-2093
 6. Assess the client's breathing. This can be done quickly by looking at the rising and falling of the chest.
 7. Tap the client's shoulder and ask, "Are you OK?" to judge responsiveness.
 8. If not breathing, or having difficulty breathing, position head in a neutral, slightly tilted back position.
 9. Assess pulse. If there is no pulse and the client is not breathing, start CPR. (IT IS RECOMMENDED THAT FACULTY AND STAFF SEEK CPR CERTIFICATION.)
Contact EH&S at 972-2862 to inquire about certification.
 10. Remain with the individual until emergency personnel arrive.
 11. Do not attempt to move the individual unless there is a possibility of additional danger.
 - If individual is responsive:** (answers questions and able to make rational decisions)
 1. Call 9-911
 2. Identify yourself
 3. Provide building name, floor number and room number
 4. Provide type of emergency
 5. Call the University Police Department at 972-2093

6. Let him/her decide whether or not to be transported by the ambulance.
 7. Encourage the individual to seek treatment from their health care provider.
- NOTE:** Arkansas State University does not assume responsibility for payment of ambulance services, emergency room fees, prescriptions, or any other medical treatment.

Always care for the one in need as you would want to be cared for.

All accidents must be reported to the Environmental Health and Safety Department at 972-2862 and to the University Police at 972-2093. An accident report form should be completed and sent to Environmental Health and Safety.

Adopted by President's Council December 18, 1995.

Reviewed on 05/16/13.

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