

National Changhua University of Education

Guidelines for Emergency Treatment of Injuries or Illnesses

Adopted during the first discussion at the meeting of the Health Committee on April 9, 2004

Amended and adopted by the Health Committee on June 4, 2009

I. Objectives

The Guidelines are established to ensure the safety of the faculty, staff and students of the University and the immediate transportation of injured or sick victims for proper medical care when a sudden emergency occurs.

II. Scope and timing of application

The Guidelines shall apply whenever an emergency occurs that affects a faculty member, staff member or student of the University on campus in the daytime.

III. Evaluation of the conditions

(i) When an individual learns about an emergency, he/she shall immediately report the emergency to the Health Center (ext. 5741, 5742 and 5743) so that medical personnel can provide emergency treatment at the site and determine whether the victim or victims need to be transported to a hospital outside the campus for treatment.

(ii) In the event that a disaster occurs in a laboratory, the staff of the Environmental Protection Section shall evaluate the condition and safety at the site before professionals arrive. The medical personnel of the Health Center shall provide any subsequent treatment.

IV. Treatment methods

(i) For minor conditions: A victim shall be directly treated by the medical personnel of the Health Center or shall rest and be kept under observation at the Health Center. (ii) If a victim needs to be transported for medical treatment but is not in a life-threatening condition:

After treatment by the medical personnel of the Health Center:

A. Notify relevant persons:

1. The military instructor on duty or military instructor of the department;
2. The mentor;
3. Parents or family members if the victim's condition becomes severe or the victim needs to be hospitalized.

B. Dispatch personnel to escort the victim to a hospital: The military instructor on duty, the military instructor of the department or the mentor will be requested to accompany the victim if necessary.

C. Means of transportation:

1. An official vehicle owned by the Office of General Affairs;
2. A taxi;
3. A vehicle of a faculty or staff member;
4. An ambulance.

(iii) If the victim is in a severe and life-threatening condition:

After treatment by the medical personnel of the Health Center:

A. Notify relevant persons:

1. The military instructor on duty or military instructor of the department;
2. The dean of the college, the chairman of the department and the mentor;

B. Dispatch personnel to escort the victim to a hospital: medical personnel of the Health Center

C. Means of transportation: An ambulance

(iv) The flowchart for emergency treatment of injuries or illnesses (see Appendix I)

V. Administrative measures

1. The University shall deal with any administrative or legal issue that arises when escorting victims.

2. Transportation subsidies for escorting personnel: A subsidy of \$240 is provided for a round trip between the downtown area and Jin-De Campus, and a subsidy of \$300 is provided for a round trip between the downtown area and Bao-Shan Campus. A trip to another city or county will be deemed as short-term business travel.

3. A record of the hospital where the victim is transported and the condition of the victim shall be produced and retained after the victim is transported.

VI. The Guidelines shall be promulgated and become effective after being adopted at the meeting of the Health Committee of the University and submitted to the President for approval. The same procedures shall also apply to the amendments.

附圖一 緊急傷病處理流程

緊急傷病處理流程圖

