

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 3:011	Supersedes Policy Number: V:07:02
Date: August 1, 1986	Dated: September 15, 1984
Subject: Emergency Medical Procedures	
Initiating Authority: Dean of Students	SBR Policy/Guideline Reference:
Approved:  President	

The purpose of this policy is to establish procedures to be followed whenever a medical emergency exists on University property. Individuals to be contacted and their telephone numbers should be posted in areas accessible to students and staff members.

A. Medical Emergency During Normal Operational Hours (Monday through Friday; 7:30 a.m. - 3:30 p.m.)

- Contact:
1. *Public Safety for immediate response to scene and evaluation of situation.
(648-7786)
 2. Student Health Services Nurse Practitioner for information and triage (screening and classification of sick and/or injured persons to determine priority needs).
(648-7107)
 3. Dean of Students Office for information and notification of appropriate personnel.
(648-7341)

*If the Nurse Practitioner can be reached and time permits, he/she should be contacted for evaluation of the situation before an ambulance is called. The individual should be transported to Student Health Services if at all possible.

- B. Medical Emergency After Normal Operational Hours (Monday through Friday, 3:30 p.m. - 7:30 a.m.; Saturday and Sunday, 7:00 p.m. - 7:00 a.m.)

Contact: 1. Public Safety for immediate response and evaluation of the situation, contacting of appropriate personnel. (648-7786)

2. Student Health Services (SHS) Assistant (on-call) for information, triage, and emergency treatment. (648-6137)

3. Dean of Students Office during the next normal hours of operation. Exception: In case of a life or death situation, he/she will be contacted immediately. (648-7341)

- C. Medical Emergency During Other Hours (Saturday and Sunday, 7:00 a.m. - 7:00 p.m.)

Contact: 1. Public Safety for immediate response and evaluation of the situation, contacting of appropriate personnel. (648-7786)

- D. Notification

The Department of Public Safety must notify Student Health Services of any incident concerning the health and well-being of a student. Notification facilitates recording of information pertinent to the student's present and future health. Information will be held in confidence with the student's Health Analysis form and treatment record.

- E. Student Health Services (SHS) Assistant

1. The SHS Assistant is a nursing student with experience in the evaluation and treatment of emergencies.
2. The SHS Assistant is a non-licensed person who works under established protocol and direction of the Nurse Practitioner and/or University physician.
3. The SHS Assistant is on call for emergencies ONLY.
4. When the SHS Assistant is contacted regarding an unconscious or otherwise incapacitated patient, he/she will respond to the scene and monitor the patient until an ambulance arrives.
5. If the patient can be transported with no risk of further injury or harm, he/she will be referred or

transported to Student Health Services facility for consultation with the SHS Assistant.

6. When the SHS Assistant is notified that his/her presence is required in another campus location other than the Student Health Services facility, the Department of Public Safety shall transport the SHS Assistant to location where needed. The SHS Assistant will respond to requests to meet patients at the Student Health Services facility but will not meet patients at a residence hall or any other University facility unless accompanied by Public Safety personnel.

(If the Department of Public Safety is unable to transport the SHS Assistant because of staffing, the SHS Assistant will respond to the scene only in cases of unconscious or incapacitated individuals who need monitoring until an ambulance arrives.

7. The SHS Assistant will contact the Nurse Practitioner or Physician as soon after an on-sight response as possible or as needed.
8. The SHS Assistant will report to the Department of Public Safety any incidents which warrant their attention, e.g., fights, sexual assault, etc.
9. The SHS Assistant's name, address, and phone number will be announced at the beginning of each academic term by the Director of Student Health Services.

Emergency Phone Numbers

Student Health Services Nurse Practitioner:

Ms. Diane Berty, R.N.
Office 648-7107; Home 648-1794

Department of Public Safety:

Dispatcher 648-7786

Mr. John Wagoner, Chief
Office 648-7786; Home 648-9598

Dean of Students:

Dr. Philip Weast
Office 648-7341; Home 648-4836