

**Emergency Procedures for Injuries
Requiring First Aid and / or Medical Treatment**

The University of Louisiana at Monroe (ULM) makes every effort to ensure the safety of all employees, students, and visitors to the University campus. Unfortunately, there may still be some incidents that occur that require first aid procedures to be administered to the injured person(s).

Definitions

- **First aid injury:** An injury that can be adequately treated using topical wound cleaning, topical medications, ice, heat, nonprescription medications (at nonprescription strength), temporary splinting during transport, simple splinter removal, simple insect stinger removal, adhesive bandages or wound closures, non-rigid splints, eye irrigation for a foreign body, and/or the use of eye patches or finger guards. "First Aid" is also defined as the one-time treatment with non-prescription medications, and follow-up visit for observation provided by a physician or medical professional.
- **First aid kit:** supplies suitable for the provision of basic first aid care.
- **Medical Treatment Injury:** An injury more serious in nature than a first aid injury, requiring treatment that can only be provided by a trained medical Professional.

In general, the following procedures will apply:

1. Contact University Police at 318-342-5350. In the event of a serious or life-threatening incident where time is of the essence, please also call 911 (Dial 9-911 from ULM phone lines).
2. When the University Police Department responds, they will assess each injured person and determine if they can provide first aid or if emergency medical services need to be called to the scene. All University Police patrol units include first aid kits and automated external defibrillators (AEDs). University Police personnel will be responsible for completing police reports and appropriate incident reports for all responses to accidents. For detailed procedures on completing accident / incident reports, please refer to the section in the safety manual titled Accident Investigations.

3. Procedures for Visitors / Clients -- Initiate self-care from local first aid supplies and report your injuries to University Police as soon as possible. If not trained or comfortable in providing first aid, help locate assistance for any injured visitor/client. University Police will assess the situation and will call other emergency response services to assist as needed. University Police will complete a police report and also will initiate a DA3000 Visitor / Client Accident / Incident Report. The police report and the DA3000 report shall be forwarded to the Environmental Health and Safety Office.
4. Procedures for ULM Students -- If the accident victim is a student of ULM, they may initiate self-care from local first aid supplies. For medical treatment injuries, University Police shall be called and will assess the situation and will call other emergency response services to assist as needed. University Police will complete a police report and will also initiate a DA3000 Visitor / Client Accident / Incident Report. The police report and the DA3000 report shall be forwarded to the Environmental Health and Safety Office. Additionally, University Police may assist the student in reporting to the Student Health Services Center located at 1120 Northeast Drive, Monroe, LA 71209.
5. Procedures for ULM Employees - Initiate self-care from local first aid supplies and report your injuries to your supervisor as soon as possible. It is permissible on a voluntary basis to provide care for injured co-workers from local first aid supplies if certified in First Aid. If not trained or comfortable in providing first aid, help locate assistance for the injured employee. For medical treatment injuries, University Police shall be called and will assess the situation and will call other emergency response services to assist as needed. University Police will complete a police report and also contact the employee's supervisor to inform them of the incident / accident. The employee's supervisor shall complete an accident investigation and shall complete the DA2000 Incident / Accident Investigation form. Further details regarding the completion of this report are available under the Accident Investigations section of the safety manual.

ROLES AND RESPONSIBILITIES

Affinity Health Clinic	Administers first aid and urgent care for minor injuries to students, and visitors who present themselves at the clinic on University Ave. Clinic personnel do not respond to emergencies on the ULM campus.
University Police	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.
Supervisors	Ensures that employees report work-related injuries to the Environmental Health and Safety Office. A DA-2000 form and a Supplemental Accident Form. Ensures that employees report all accidents are reported to University Police, photos are taken, and a report is made to document the injury.
Faculty and Staff	Report work-related injuries and illnesses to supervisors, University Police and Environmental Health & Safety Office. Obtain first aid as needed.
Environmental Health & Safety Officer	Completes employee accident/incident reports for submittal to the Office of Risk Management. Files accident/incident reports for general liability claims and vehicle accident claims.