



Policies & Procedures Manual

Section: **WORKPLACE SAFETY AND HEALTH**

Title: **MEDICAL EMERGENCY PROTOCOL**

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Page 1 of 1

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Senior Executive Council

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PREAMBLE

Employees have asked for guidance as to their responsibilities during a classroom or workplace medical emergency at all University College of the North (UCN) locations. The following is the required course of action if a student, employee, contractor or visitor experiences a medical emergency of any nature anywhere while at UCN:

Situation 1 – a person with CPR/First Aid training is present

- It is expected that the first person (employee/student/contractor/visitor) with CPR/First Aid training will identify themselves, take charge of the scene and follow the proper first aid procedures.
- If there is a bystander at the scene, it is best to send them to call for medical help. This lets the first aider stay at the scene and administer first aid.
- The first aider should instruct the bystander to:
 1. Call an ambulance.
 2. Tell the dispatcher what is wrong with the casualty – describe signs and symptoms – do not diagnose.
 3. Give the dispatcher the exact location of the emergency (physical address, room number or area on site).
 4. Report back to the first aider – this way they know the call for medical help has been made.
 5. If possible, always send someone out to meet the ambulance. Leading the paramedics to the emergency scene saves a lot of time.

Situation 2 – No one is present with CPR/First Aid training

- If there is no one present with CPR/First Aid training or does not volunteer, the closest person to the scene should call Emergency Services and follow their instructions.

In communities without ambulance services, the closest hospital or nursing station should be contacted and their advice followed.