

INTERIM BCOE Policy for Injuries Requiring Emergency Medical Attention

Locations: All BCOE Locations

Effective Date: May 1, 2015

Preface

In response to a campus incident, BCOE is establishing guidance for steps to be taken in the event an injured requires transport to an emergency medical facility.

The purpose of this policy is to ensure any BCOE student, faculty, or staff injured at/in a BCOE facility or event or while performing BCOE work are provided the necessary support, advocacy, comfort, and assistance.

Limitations

Due to the abbreviated development timeline this policy is interim pending development of a more comprehensive BCOE or alternative campus or UCOP policy. It is expected that in the near future BCOE will obtain the necessary campus or UCOP guidance to expand or replace this document if deemed appropriate.

Required Steps to be taken by one or more persons in the Event of an Injury Requiring Emergency Medical Attention

1. Ensure the injured person is safe and provide first aid according to level of training available,
2. Call 911 from a campus phone or if calling from your cell, call UCPD at 951-827-5222,
3. If the injured person is conscious and willing, obtain contact information and notify family member or friend,
4. The supervisor or a delegate should next:
 - a. If the injured person is a student notify the main Student Affairs Office at 951-827-4641 or a Student Affairs Case Manager at 951-827-5000 or 951-827-9354 (Student Affairs has access to emergency contact information and is responsible for doing so),
 - b. Notify Environmental Health & Safety at 951-827-5528,
 - c. Notify your department Financial Administrative Officer and Chair,
5. Ideally a staff representative from UCPD, EHS, Student Affairs or other appropriate department will meet the ambulance at the hospital provide any necessary patient guidance and transport from the hospital. If it is not clear that this is occurring, at least until an above representative arrives:
 - a. Arrange for the supervisor or a delegate staff or faculty member to meet the ambulance at the hospital and to stay at least until the person is either discharged or admitted and settled in a room,
 - b. If the individual is discharged, provide transportation and accompany them to their home (where they stay while working, attending UCR),
 - c. If the person is admitted, confirm notifications to EHS, Student Affairs (if needed), the Department, and the family as appropriate. Check in with the individual to provide them an update (if feasible) before leaving, and
6. Complete and provide an injury report along with any update to your department, the Dean's Office, and to EHS as soon as possible.