

## 5.9 MEDICAL EMERGENCIES

Injuries may be defined as minor and serious. Minor injuries are those such as routine bumps, bruises, cuts, and scrapes that, if work related, are reportable to a supervisor and the [Occupational Health Facility] at [(310) 825-6771]. Minor injuries require only basic first aid to prevent further injuries or infections. Serious injuries are defined as illness or other medical emergencies that may be life-threatening and/or require immediate transport of a person to an emergency medical facility.

### Actions

- Survey the scene to determine if it is safe for you to help.
- Confirm if airway is open and victim is breathing.

NOTE: If the condition is life-threatening, provide immediate care ONLY if trained to do so - ALWAYS use appropriate barriers (e.g., gloves, pocket mask/shield).

- For serious injuries, call or direct someone to call **9-1-1** immediately.

NOTE: For minor injuries and non-emergency medical assistance:

- *Employees:* Employees injured on the job will be referred by their supervisor to go to the Occupational Health Facility during work hours (Monday – Friday, 7:00 a.m. – 4:30 p.m.), or to the Ronald Reagan UCLA Medical Center Emergency Room after hours, weekends, and holidays.
- *Students:* Call the [Arthur Ashe Student Health & Wellness Center at (310) 825-4073 (Monday – Friday, 1:00 p.m. – 6:30 p.m.), or the 24/7 Nurseline at (877) 351-3457 after hours, weekends, and holidays.]

- Stay with the victim until emergency response personnel arrive.
- Direct someone to meet the responding emergency personnel and assist them by leading them to the victim - hold an elevator in the Lobby for use by emergency response personnel, if applicable.
- Be prepared to provide information regarding the situation to emergency responders upon arrival.
- Notify the employee's supervisor as soon as possible.

### Precautions and Guidance

- Never give anything to eat or drink to personnel who are injured or ill.
- Make the victim as comfortable as possible - NEVER move anyone seriously injured or who is suspected of having a head, neck or back injury UNLESS he/she is in immediate danger.
- Take the necessary steps to protect yourself and the victim against the transmission of communicable diseases.
- If a situation occurs that necessitates an evacuation to save a life, immediately remove the injured victim regardless of his/her injury.