

Annex 4 - Health and Medical

Version: 1.0

Effective: 10/01/2015

Revision Date: 10/01/2015

Approved By: John Pitcher

Purpose

The purpose of Health and Medical Annex is to ensure the safety and well-being of BHCC staff, faculty, student, contractors, and visitors. The Health and Medical Annex provides resources for medical intervention on Campus. All BHCC staff and faculty share in the responsibility of being aware of the Health and Medical procedure and should be able to provide resource and support to students and visitors.

Roles and Responsibilities

Role	Responsibility
ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> • Contact Public Safety (x2222) and provide as much information as possible • If possible, stay with the injured person and, if appropriately trained, provide CPR or First Aid
Public Safety	<ul style="list-style-type: none"> • Respond to injuries and accidents • Establish a perimeter around the individual or individuals requiring medical support • Provide initial medical intervention, if trained • Notify Health services and first responders, as necessary • Guide emergency medical personnel through the facility to the incident site • Notify the EMT Chair if the event is serious and/or ongoing • Document the incident
EMT Chair	<ul style="list-style-type: none"> • Decide if the medical event necessitates the closure of the whole facility or a portion of the facility to contain the emergency • Coordinate with first responders • Direct staff to support as needed • Conduct reporting and support the review process following a medical emergency
Health Services	<ul style="list-style-type: none"> • Monitor local health advisories in collaboration with Boston Public Health Commission • Provide health services and first aid to faculty, staff, students, and visitors • Report incidents (within legal regulations) to Public Safety

Scope

The procedure applies to all BHCC staff, faculty, and contractors. It should be activated in medical emergency.

Requirements

Maintain an inventory of Campus AEDs. Only persons with CPR, First Aid, and/or AED training should administer these techniques.

References

Health Services Clinic
Charlestown Campus, Room E154
Phone: 617-228-2274

Nurse & Clinic Hours of Operation:
Monday, Wednesday, & Thursday,
10:30 a.m.-3:30 p.m.
Tuesday, 11:00 a.m.-6:00 p.m.
Friday, 9:00 a.m.-1:00 p.m.

Procedures

Medical Response	Who
<ol style="list-style-type: none"> 1. If an Accident or Medical Emergency is discovered, the individual making the discovery shall immediately contact Campus Police and provide as much information as possible. 2. If possible, stay with the injured person and keep the victim calm and comfortable. 3. Do not move any seriously injured person. 4. Administer CPR or first aid only if qualified to do so. 5. Do not attempt to clean up spilled body fluids. 6. Campus Police will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe. 	<p>All Staff and Faculty</p>

Public Guidance

- Activate Emergency Medical Services by
- Calling ext. 2222, 617-228-2222 or 911.
- If trained, administer First Aid or CPR or utilize an automated external defibrillator (AED) as needed.
- If not trained, remain calm and direct first responders to the incident.
- Reassure the victim that help is on the way.