

INTERNAL POLICY AND PROCEDURE

TITLE: City Park Campus Health Services Office Guidelines and Emergency Procedures

EFFECTIVE DATE: June 21, 2005 (Procedural Updates 5/14/13)

CANCELLATION: None

DIVISION: City Park Campus

CATEGORY: Health Services

RESPONSIBLE DEPARTMENT: Office of Health Services

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish the Office of Health Services' standard operating procedures and parameters to follow during City Park Campus medical emergencies.

2. **Scope and Authority**

This policy applies to the staff member(s) in the Health Services office who are responsible for administering emergency care for the Delgado Community College City Park Campus.

3. **Background**

The Office of Health Services is dedicated to meeting the emergency needs of the City Park Campus and all those who attend its classes, visit its location, and manage its affairs. The Office of Health Services has been assigned the responsibility of evaluating medical emergencies on City Park Campus and providing the emergency medical care needed to maintain a safe proactive environment.

4. **Definitions**

For the purposes of this internal policy and procedure, the following definitions apply:

EMT-

Any Nationally Registered Emergency Medical Technician employed in Health Services administering medical assistance on the Delgado City Park Campus.

Patient-

Any person on the Delgado Community College City Park Campus who needs or receives medical attention.

ALS-

Advanced Life Support

Campus Crisis Event–

Event involving any person on the Delgado Community College City Park Campus who has expressed suicidal ideations, homicidal ideations, or is under some sort of substance that impairs his/her ability to function appropriately, shall be considered a danger to themselves and/or others.

5. General Operating Guidelines

- A. All Emergency Medical Technicians within the Office of Health Services are authorized to render care within their scope of practice set forth by the National Registry of Emergency Medical Technicians and within the guidelines or protocols adopted by Delgado Community College.
- B. The Office of Health Service NREMT-Paramedic is expected to operate on an ALS emergency level and will be responsible for maintaining the equipment needed to do so.
- C. All equipment and supplies used must coincide with the scope of practice allowed to the EMT by the National Registry of Emergency Medical Technicians and the State of Louisiana Dept. of Health and Hospitals.

6. Emergency Equipment/Supplies

- A. Within the College's resources, Delgado Community College will strive to maintain its emergency equipment and supply lists to match at maximum the lists approved for any ALS Emergency Service in the Orleans or Jefferson Parish areas.
- B. All medications must be stored in a controlled locked cabinet when EMT is not on duty.

7. Standard Emergency Procedure

- A. Emergencies will be announced to Campus Police staff via telephone or two-way radio and must include Building number and room number or closest immediate area: i.e. *Soccer field, NW parking lot near baseball field, NE parking lot behind Bldg 10, etc.*

- B. Campus Police “10 codes” will be used by the EMT or Health Services personnel when appropriate.
- C. Upon arriving to scene the EMT or Health Services personnel will notify Campus Police Office of his/her arrival and will evaluate the situation.
- D. Upon evaluation, the EMT or Health Services personnel will make a “treat and release” decision or request an ambulance unit for additional treatment and transport to a medical facility.
- E. Delgado’s EMT or Health Services personnel will contact the Medical Control physician when necessary via cell phone. If Medical Control is unavailable, the campus EMT will follow the protocols adopted by Delgado to the most appropriate application.
- F. In the absence of Health Services personnel, Campus Police responding to the scene of an accident or medical related complaint will evaluate the scene accordingly and determine if an advanced assessment or ambulance transport is needed. Campus Police will then notify Police headquarters and request a transport unit.
- G. Upon a patient transport unit leaving the campus, the EMT or Health Services personnel will notify Campus Police and will clear himself/herself from the scene.
- H. In accordance with the College’s [Accident Reporting Route](#), when it is deemed that an incident/accident may be grounds for a potential liability claim against the College, a State of Louisiana Office of Risk Management [Form DA 2000](#) (for employees) or [Form DA 3000](#) (for students/visitors) is required. The Office of Health Services completes the Form and sends the original form to the College’s designated Office of Risk Management claims liaison. The Office of Health Services maintains copies of all ORM Incident/Accident Investigation Forms submitted.

8. Campus Crisis Event

In the event that a person on Delgado Community College’s City Park Campus is deemed a danger to themselves or to others on the campus, or is considered gravely disabled by the emergency medical staff, appropriate measures should be taken to assure that that person is provided suitable transportation to the most appropriate facility. Any and all of the following events will be considered “*Procedures for Dealing with a Campus Crisis Event*”:

- Expressed suicidal ideations
- Expressed homicidal ideations
- Intoxication
- Under the influence of an unknown substance
- Incoherence or disorientation

9. Procedures for Dealing with a Campus Crisis Event

- A. It is recommended that the Office of Health Services should be contacted immediately for a detailed assessment or the patient should be escorted by the Campus Police Office to Health Services, if possible.
- B. In any of the campus crisis events listed above, the patient should be offered an emergency evaluation so that the best course of action can be determined.
- C. If patient has expressed suicidal or homicidal ideations, and is in no immediate life threatening situation, a crisis unit should be requested through the local 911 system to transport the patient to most appropriate facility.
- D. If the patient has committed any sort life threatening injury or event to himself/herself, or has ingested an unknown substance and is impaired as a result, then emergency care will be administered by the Health Services EMT, when possible, and an ambulance must be requested to transport that patient to the most appropriate facility.

Review Process:

Coordinator of Health Services 5/20/05
Senior Compliance Officer 5/23/05
Campus Police Chief 5/24/05
Dean, Student Life 6/1/05

Approval:

Vice Chancellor for Learning and Student Development 6/8/05
City Park Campus Provost 6/21/05

Procedural Updates:

Coordinator of Health Services 5/14/13