

INTERNAL/DEPARTMENTAL POLICY AND PROCEDURE

TITLE: Health Services Office Guidelines and Emergency Procedures

EFFECTIVE DATE: March 15, 2023

CANCELLATION: CP-001 (5/14/13)

DIVISION: Student Affairs

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 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 Delgado Community College.

3. Background

The Office of Health Services is dedicated to meeting the emergency needs of all those who attend its classes, visit its locations, and manage its affairs. The Office of Health Services has been assigned the responsibility of evaluating medical emergencies 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:

Health Services Emergency Medical Provider-

Any Nationally Registered Emergency Medical Provider employed in the Health Services Office administering medical assistance on a Delgado campus/site.

Patient-

Any person on a Delgado campus/site who needs or receives medical attention.

ALS-
Advanced Life Support

Campus Crisis Event-

Event involving any person on a Delgado campus/site who has expressed suicidal ideations, homicidal ideations, or is under the influence of a substance that impairs their ability to function appropriately, or is considered a danger to themselves and/or others.

5. General Operating Guidelines

- A. All Emergency Medical Providers within the Office of Health Services are authorized to render care within their National Registry scope of practice and within the guidelines or protocols adopted by Delgado Community College.
- B. The Office of Health Service Emergency Medical Provider 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 National Registry scope of practice of the Emergency Medical Provider 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 Health Services medications must be stored in a controlled locked cabinet when an Office of Health Services Emergency Medical Provider is not on duty.

The Office of Health Services is also responsible for ensuring Campus Police has access to intranasal naloxone HCL, stored in a secure location on all campuses and sites, to be administered by trained Campus Police in accordance with "Procedures for Dealing with a Campus Crisis Event."

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. Upon notification, the Health Services Emergency Medical Provider will recommend notification to EMS through local 911 system when appropriate.
- C. Upon arriving to scene, the Health Services Emergency Medical Provider will notify Campus Police Office of their arrival and will evaluate the situation.

- D. Upon evaluation, the Health Services Emergency Medical Provider will make a “treat and release” decision or request an ambulance unit for additional treatment and transport to a medical facility.
- E. The Health Services Emergency Medical Provider will contact the Medical Control physician when necessary via cell phone. If Medical Control is unavailable, the Emergency Medical Provider will follow the protocols adopted by Delgado to the most appropriate application.
- F. In the absence of the Health Services Emergency Medical Provider, trained 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 Health Services Emergency Medical Provider will notify Campus Police and will clear themselves 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 a Delgado campus/site 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 Emergency Medical Provider should be contacted immediately for a detailed assessment of the individual.
- B. In any of the campus crisis events listed above, the individual should be offered an emergency evaluation so that the best course of action can be determined.

- C. If the individual 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 individual to the most appropriate facility.
- D. If the individual has committed any sort life threatening injury or event to themselves, or has ingested an unknown substance and is impaired as a result, then emergency care will be administered by the Health Services Emergency Medical Provider, when possible, and an ambulance must be requested to transport that individual to the most appropriate facility.
- E. In the event that the Health Services Emergency Medical Provider is not available and Campus Police suspects potential intoxication of unknown origin, trained Campus Police Officers are authorized to administer one dose of intranasal naloxone HCL.

Review/Approval 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

Vice Chancellor for Learning and Student Development/

City Park Campus Provost Approval 6/21/05

Vice Chancellor for Learning and Student Development Procedural Update

Approval 5/14/13

Vice Chancellor for Academic and Student Affairs Procedural Update

Approval 3/15/23