

Medical Incidents or Accidents

In the event an employee is on the scene of a medical emergency, he/she shall call 911 then follow the posted instructions in each building or on the shared drive entitled Emergency Procedures. Additional copies of these instructions may be obtained from Health Services.

In the event an employee is on the scene of a medial incident involving injury that is not a medical emergency, the employee shall ask the injured person if he or she wants an ambulance called. If the injured person declines, the employee may render any treatment he or she is trained to perform and shall render any other reasonable assistance the injured person may need.

Employee Incidents

In the event an accident/incident occurs involving a Lake Land College employee, the employee's supervisor shall be notified as soon as possible. The supervisor shall ensure that the proper reporting is completed and forwarded to Human Resources.

Incidents Involving All Other Individuals

In the event an accident/incident occurs involving a student or visitor at any Lake Land College facility, the injured person must contact Lake Land College Health Services or the College Police Department as soon as possible. An incident form and other appropriate paperwork must be completed.

In the event an employee witnesses an incident, he/she must complete and submit an incident report to Health Services. Any observations can be important in filing the appropriate forms. Although the incident may not appear to be serious at the time, it still must be reported. Circumstances surrounding the incident may need to be investigated to prevent a recurrence. The incident report form may be accessed online through the Health Services website.

Medical Emergency

If the incident is a medical emergency, 911 shall be notified immediately.

A medical emergency incident includes, but is not limited to, the following:

- A. Any incident in which the victim is rendered unconscious.
- B. Any incident in which the victim has stopped breathing or is having difficulty breathing.
- C. Any incident in which the victim does not display a pulse.
- D. Any incident in which the victim is bleeding profusely.
- E. Any incident in which the victim has suffered paralysis to any extent.
- F. Any incident that requires treatment beyond the basic first-aid level of training.

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