

Polk State College Procedure

Subject	Reference	Date	Number
Accidents and First Aid	F.S. 768.13	11/7/17	6021

I. Purpose

To establish a procedure to guide all College personnel in the steps to be taken in case of an accident, illness, or the need for first aid. When assessing a medical condition, the staff or faculty member must use his or her best judgment to determine whether an emergency or a non-emergency situation exists. In establishing this procedure, please note that Polk State College does not operate a campus medical facility or a designated first aid station; therefore, any medical assistance given will be administered in accordance with the Good Samaritan Act, F.S.768.13.

II. Procedure

A. Non-Emergency Situations

1. Contact Security to make an official report of the incident.
2. Keep the person as comfortable as possible.
3. Assist the person by helping to contact family or friends.

B. Emergency Situations

1. Call 911
2. After calling 911, contact Security for them to assist the arriving emergency responders, and to also make an official report of the incident.

C. Use of Automated External Defibrillators

Automated external defibrillators (AED) are located in each College facilities.

D. All accidents and medical incidents must be reported to the Security department.

A Polk State College Accident/Incident report must be completed and sent immediately to the Office of Risk Management and Safety for further action, and also to the campus provost for their information.

History: Adopted: 2/14/77
Revised: 5/26/80, 12/10/81, 9/9/85, 12/12/05; 7/8/11; 11/7/17

	11/13/17		11/13/17
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			11/17/17
President's Approval			Date