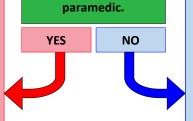
•Call District Police at 707-527-1000 or 911.

- Post employee to direct paramedics.
   Provide First Aid or CPR/AED, as needed and according to your comfort level.
   Obtain info from injured/ill person (if
- possible) for incident report.
  Notify injured/ill person's emergency contacts.

 Turn care over to paramedics upon arrival.
 Environmental or facility hazards should be communicated to Environmental Health and Safety for investigation or District Police if the hazard is imminent. Has an Injury or illness occurred that requires <u>immediate</u> medical assistance? If in doubt, call District Police or 9-1-1 for assessment by a



•Provide initial First Aid, as needed.

- •Obtain info from injured/ill person for incident report.
- •Refer injured/ill person to the appropriate healthcare provider:
  - -Student Health Services (students)
  - -Training Room (student athletes)
  - -Personal healthcare provider -Contact Human Resources for
  - employees

 Environmental or facility hazards should be communicated to Environmental Health and Safety for investigation or District Police if the hazard is imminent.



FOR <u>ALL</u> INCIDENTS:

District Employee completes and submits an Online Incident Report

**Employees Include:** Management, Classified Staff, Faculty, STNCs, Professional Experts, Student Employees, Volunteers, and Health Sciences students injured at clinical sites.

**Transportation Options for Injured Person**: Ambulance -Emergency injury or illness. Friend or family –by arrangement.

#### Employee or Volunteer Injury/Illness

•Supervisor notifies Human Resources and completes a Supervisor's Report of Injury.

- •If injury involves a bloodborne pathogen, a **Training/Work Related Injury/Exposure Treatment Authorization** form is completed. •If injury involves a needle, a **Sharps Injury Report** is completed and sent or faxed to Human Resources 707-527-4967.
- •If a non-emergency work related injury requires medical attention, an appointment with the appropriate medical provider will be scheduled by Human Resources.

## First Aid Kit Message 2019

### Paper Incident Reports have been moved to an online reporting system.

Please remove any paper versions of the old Incident Report from the First Aid Kits in your area.

### If an injury or illness incident has occurred, please report it using the link available at:

https://cm.maxient.com/reportingform.php?SantaRosaJC&layout

**Supplies for First Aid Kits may be reordered** by completing the Reorder Form in this box and sending it to Student Health Services. Supplies will be returned via an interoffice envelope.

### You may download and print the First Aid Kit Reorder Form for use at:

https://shs.santarosa.edu/sites/shs.santarosa.edu/files/First%20Aid%20Kit%20Supply%20Re-order% 20Form.pdf

# Be sure to provide accurate information on the kit number, building, department and location on this form.

- This enables us to keep an accurate database of all District First Aid Kits.
- Student Health Services does not provide replacement supplies for First Aid Kits that have been purchased through department funds.