

National Taiwan Normal University Guidelines for Emergency Injury and Illness Management

Approved at the 307th and 308th Administrative Committee on December 7, 2005
Approved at the Meeting of Administrative Officers in 2016-2017 academic year on September 21, 2016

1. Legal Basis

- (1) Provisions in Paragraph 1, Article 15 of the School Health Act.
- (2) Provision in Regulations Governing the Handling of Injury or Illness by Educational Institutions under Ministry of Education Jurisdiction.

2. Purpose

To enable the various units of the University to jointly handle emergencies promptly to ensure the safety of faculty, staff and students.

3. Implementation Method

(1) Management procedure

- a. In the event of an accident, parties present at the scene shall immediately take the injured person to the Health Center or call medical professionals to the scene to administer first aid. If the injured person is unconscious, has broken bones, difficulties in breathing, or is bleeding profusely, call 119 for medical support first and notify the University's medical staff to go to the scene to administer first aid.
- b. If the injury is minor, the injured person shall be treated on the spot or be taken to the Health Center for treatment.
- c. If the injured person needs to be taken to a hospital, the nursing or relevant staff shall accompany them to the hospital and notify their parents or concerned parties.
- d. The accompanying staff member shall inform the Health Center of the condition of the injured person.

(2) The management procedure is shown in detail in the flow chart below.

4. Reporting

- (1) The Student Adviser Office shall report to the Ministry of Education according to the campus safety management system.
- (2) Cases of infectious diseases or food poisoning shall be reported to the health authorities by the Health Center.
- (3) In the event of a major occupational disaster, the University's Environmental and Public Safety Center shall be notified immediately to report to the competent labor inspection agency in accordance with the Occupational Safety and Health Act.

5. The Guidelines and any amendments thereto shall become effective after approval by the Meeting of Administrative Officers.

National Taiwan Normal University Emergency Injury and Illness Management Flowchart

上班時間接獲通報有緊急傷病 患者，健康中心護理人員攜帶 急救設備立即至現場處理	Upon receiving a report of an emergency injury or illness during work hours, the nursing staff at the Health Center should bring first aid equipment to the scene immediately
下班時間發生緊急傷病事件	Emergency injury or illness during off-hours
評估患者狀況 是否需送醫	Evaluate whether the patient's condition requires medical attention
否	No
通報專責導師值勤專線(3123)	Report to the Student Adviser hotline(3123)
現場處理或送至健康中心 觀察休養，紀錄處理情形	On-site treatment or transport to the Health Center for observation and recuperation; a record kept of the treatment
是	Yes
聯絡 119 送醫，通知校警 協助引導救護車至現場	Call 119 for medical transport to a hospital and inform campus security to assist in directing the ambulance to the scene
視患者狀況給 予提供醫療資 源或協助送醫	Provide medical resources or assist with hospital transport depending on the patient's condition
病患恢復後離開	Patient leaves after recovery
由護理人員或相關人員陪同送醫	Patient escorted to the hospital by nursing or relevant staff
通知專責導師協助通知家屬、系所	Engage student adviser to notify family members and affiliated department or graduate institute
到達醫院後，交班給接續陪伴人員，護理人員返校值勤並持續追蹤	After arriving at the hospital, hand over the patient to their companion; nursing staff return to school and continue to follow up on the patient
否	No
是否通報	Report?
是	Yes
通報學務處、專責導師室或相關單位	Report to the Office of Student Affairs, Student Adviser Office or relevant unit
紀錄處理經過及追蹤情形	Record the management process and follow-up tracking