

# Guidelines For Emergency Injury And Illness Management

National Yunlin University of Science and Technology

Approved at the 5th Administrative Meeting of Academic Year 94 on November 22

Amended and approved at the 1st Expanded Administrative Meeting of Academic Year 104 on September 15

Amended and approved at the 1st Expanded Administrative Meeting of Academic Year 107 on September 11

Approved by the President on July 28, 109 with adjustment to the level of regulatory review

Amended and approved at the Extraordinary Meeting of the Health Committee, First Semester of Academic Year 114, on November 5

1. To ensure that faculty, staff, and students of the University can promptly access emergency medical assistance and **receive appropriate care in the event of accidents or injuries, these Guidelines are established in accordance with Article 15 of the School Health Act and Article 4 of the Regulations Governing Emergency Injury and Illness Management at Schools of All Levels issued by the Ministry of Education.**

2. These Guidelines apply to all faculty, staff, and students of the University.

## 3. Local Emergency Medical Services System

(1) **Douliu Branch, Yunlin County Fire Bureau: No. 345-1, Zhenbei Road, Douliu City, Yunlin County, Tel: 05-5511129 or 119**

(2) **National Taiwan University Hospital, Yunlin Branch: No. 579, Section 2, Yunlin Road, Douliu City, Yunlin County, Tel: 05-5323911**

(3) **National Cheng Kung University Hospital, Douliu Branch: No. 345, Zhuangjing Road, Douliu City, Yunlin County, Tel: 05-5332121**

## 4. Division of Responsibilities

(1) **Office of Student Affairs**

### 1. Health Education Section

(1) **During office hours, handle emergency injuries and illnesses**

involving students on campus; follow up on subsequent medical treatment; complete injury/illness records; and register, compile statistics, analyze cases, and conduct regular reviews.

- (2) For students experiencing emergency injuries or illnesses related to emotional distress (including self-harm or harm to others) during office hours, notify the on-duty Military Training Section personnel. With the student's consent, refer the case to the Counseling and Guidance Center for continued follow-up and counseling.
- (3) Procure and regularly maintain first-aid and emergency medical equipment to ensure proper functionality.
- (4) Conduct regular first-aid education and training for students.

## 2. Military Training Section

- (1) Upon receiving reports of emergency injuries or illnesses, conduct notification and assistance in accordance with the Ministry of Education's Guidelines for *Reporting Campus Security and Disaster Incidents*, the University's *Campus Emergency Injury and Illness Handling Procedures* (Appendix 1), and the University's *Three-Tier Prevention Program for Campus Self-Harm*.
- (2) During office hours, when the Health Education Section or the Occupational Safety and Health Section of the Environmental Safety and Technology Center determines that hospital transfer is required, assist in contacting relevant units. When necessary, accompany the individual to the hospital, provide assistance and care, and notify parents or family members as appropriate.
- (3) Outside office hours, upon receiving reports of emergency injuries or illnesses, assist in handling related matters and notify relevant units according to the circumstances and scope of authority.

### **3. Student Life Guidance Section**

- (1) Assist students with applications for student safety insurance or emergency financial assistance.**
- (2) Assist students with leave-of-absence procedures.**
- (3) Provide assistance with special housing needs following hospital discharge, as necessary.**

**(2) Environmental Safety and Technology Center**

- 1. Occupational Safety and Health Section**
  - (1) During office hours, handle emergency injuries and illnesses involving faculty and staff on campus; conduct follow-up management; and complete relevant records.**
  - (2) Based on workplace hazards and disaster risk characteristics, ensure the availability of sufficient first-aid medications and equipment that comply with regulations of the Ministry of Health and Welfare, for emergency response purposes.**
  - (3) Conduct regular first-aid education and training for faculty and staff.**

**(3) Office of International Affairs**

- 1. International Faculty and Student Services Section**
  - (1) Assist with follow-up handling of emergency injury or illness incidents involving international faculty and students.**
  - (2) When international faculty or students with emergency injuries or illnesses are sent to the Health Education Section, the Occupational Safety and Health Section, or hospitals and encounter language barriers, dispatch personnel to provide interpretation assistance upon notification.**
- (4) Counseling and Guidance Center: Upon receiving reports of emergency injuries or illnesses related to emotional factors involving faculty, staff, or students, accompany cases without life-threatening conditions but involving self-harm or harm to others to medical**

treatment as appropriate, and proactively follow up on psychological conditions, arranging continued counseling and support.

- (5) **General Affairs Office:** The Campus Security Unit shall assist in maintaining on-site order and guiding external emergency medical personnel onto campus.
- (6) **Secretariat:** Responsible for external communication and public statements regarding emergency injury or illness incidents.
- (7) **Personnel Office:** Assist faculty and staff with duty attendance matters and insurance applications related to work-related injuries.
- (8) All units, as well as all faculty, staff, and students, have the obligation to promptly report incidents and assist with contact, coordination, and handling.

## 5. Emergency Reporting Procedures and Administrative Coordination

- (1) When faculty, staff, or students experience an emergency injury or illness, handling shall follow the University's *Campus Emergency Injury and Illness Handling Procedures*.
- (2) The Military Training Section of the Office of Student Affairs shall conduct reporting in accordance with the Ministry of Education's *Guidelines for Reporting Campus Security and Disaster Incidents*.
- (3) Major occupational accidents shall be reported by the Environmental Safety and Technology Center to the competent local labor authority in accordance with occupational safety and health regulations.
- (4) Ambulances and taxis shall be the primary means of transport for hospital transfer, with other vehicles used only when necessary.
- (5) **Order of Escort Personnel:**

### 1. During office hours:

- (1) **Unstable vital signs:** Accompanied to the hospital by on-duty personnel of the Military Training Section via ambulance. Nurses shall accompany the patient only when special circumstances require understanding of medical treatment

details.

(2) **Stable vital signs:** If unable to seek medical care independently, students shall be accompanied in the following order: class advisor, department personnel, classmates. Faculty and staff shall be accompanied in the following order: colleagues, unit supervisors. Cases involving emotional instability such as self-harm or harm to others may be accompanied by a counselor from the Counseling and Guidance Center, as appropriate.

**2. Outside office hours:**

(1) **Life-threatening conditions:** Assisted by on-duty Military Training Section personnel, with relevant units notified according to authority.

(2) **Non-life-threatening conditions:** If unable to seek medical care independently, accompaniment shall be provided in the following order: class advisor, classmates.

(6) **Duty Substitution:** Personnel escorting injured individuals for medical treatment shall be considered on official duty. If duties arise during the escort period, the unit supervisor shall designate a substitute.

**6. Emergency Medical Handling Procedures**

**(1) Triage and Emergency Measures**

**1. During office hours:** Severity of injury or illness shall be determined through triage, and appropriate emergency care provided.

(1) For severe illnesses or accidents posing immediate life-threatening danger, witnesses shall immediately dial 119. On-duty Military Training Section personnel shall notify nurses from the Health Education Section or the Occupational Safety and Health Section to proceed to the scene for emergency treatment.

(2) For urgent conditions or injuries, the individual may proceed independently or be accompanied to the Health Education Section or the Occupational Safety and Health Section for initial assessment and treatment. If unable to do so, the responsible unit shall be notified to provide assistance. When hospital transfer is deemed necessary and the individual consents, transportation shall be arranged or 119 shall be called.

2. Outside office hours: Life-threatening cases shall be sent to the hospital by dialing 119, with simultaneous notification to the Campus Security Unit and the Military Training Section. Non-life-threatening cases shall seek medical care independently; if unable, accompaniment shall be provided in the following order: class advisor, classmates.

(2) Designated Medical Facilities

1. National Taiwan University Hospital, Yunlin Branch
2. National Cheng Kung University Hospital, Douliu Branch
3. Other medical facilities designated by physicians based on medical necessity

(3) When dialing 119 or notifying the police, the following information shall be provided: *accident location, description of the incident, condition of the injured individual(s), number of persons requiring assistance, and contact telephone number.*

(4) Notification and Follow-Up Measures: When faculty, staff, or students are sent to a hospital emergency department during office hours and are conscious, their preference regarding notification of family members or emergency contacts shall be ascertained. If unconscious, notification shall be handled by the Personnel Office for faculty and staff, and by the Military Training Section for students.

7. Assistance with Physical and Mental Rehabilitation: For students, the Health Education Section of the Office of Student Affairs shall be

**responsible for health education related to physical rehabilitation and for follow-up management. For faculty and staff, such responsibilities shall be undertaken by the Occupational Safety and Health Section of the Environmental Safety and Technology Center. The Counseling and Guidance Center shall be responsible for subsequent psychological care and counseling.**

- 8. Medical expenses and transportation costs shall be borne by the individual involved. In cases where students are unable to pay due to emergency or special circumstances, assistance shall be provided in accordance with the University's *Implementation Guidelines for Student Emergency Financial Aid*.**
- 9. These Guidelines shall be implemented upon approval by the Health Committee and ratification by the President. The same procedure shall apply to any amendments.**

# 國立雲林科技大學校園緊急傷病處理流程

## Campus Emergency Injury and Illness Handling Procedures

### National Yunlin University of Science and Technology

