



Injury/Illness & Medical Emergencies

1.0 PURPOSE

When a member of the Wheeling Jesuit University (WJU) community incurs, or encounters someone who has incurred, an injury or illness on University property (or off-site at a University function) the incident should be handled expediently, efficiently and calmly.

2.0 POLICY

2.1. Life-Threatening Injuries/Illness

- If an employee, resident, student, visitor or guest incurs an injury/illness that appears to be life-threatening, the person reporting the incident will immediately call 911 and provide the dispatcher with the following information (as gathered):
 - 1...1 His or her name;
 - 1...2 His or her location;
 - 1...3 Name of injured/ill person if known;
 - 1...4 Nature of injury/illness, if known;
 - 1...5 Any special directions regarding the situation or location.
- A potentially life-threatening injury/illness can include any of the following (please note, this is ONLY a listing of examples and is not considered exhaustive):
 - 1...1 Chest pain;
 - 1...2 Shortness of breath;
 - 1...3 Unexplained severe abdominal pain;
 - 1...4 Seizures;
 - 1...5 Fainting;
 - 1...6 Uncontrolled breathing;
 - 1...7 Loss of consciousness;
 - 1...8 Severe chemical burns or eye injuries;
 - 1...9 Rape/sexual assault;
 - 1...10 Alcohol/drug overdose;
 - 1...11 Suicidal ideations or attempt;
 - 1...12 General violent behavior.
- If transportation to a medical facility is required, such transportation will ONLY be provided by proper ambulance services and should not be facilitated through a personal vehicle. In the event of emergency medical transportation, the Campus Nurse will accompany the individual to the medical facility (or an on duty Public Safety Officer in the absence of the Campus Nurse).
- After a report is made with 911, the person reporting the incident should contact the Office of Public Safety by calling 304.243.2486 (2486 from a campus phone) and report the injury/illness. Public Safety Officers on duty will assist with the direction of oncoming emergency personnel to the location of the injured/ill person and are certified in First Aid and CPR/AED.
- NEVER move a seriously injured/ill person unless they are in a lift threatening situation.

2.2 Minor Injuries/Illness

- If an employee, resident, student, visitor or guest incurs an injury/illness that appears to be minor in nature, the person injured/ill should contact the WJU Health Center by calling 304.243.2225 (2225 from a campus phone). The Campus Nurse will evaluate the injury/illness and provide care or recommendation of care. If the injury or illness occur after hours, the individual reporting the injury or illness should contact the Office of Public Safety by calling 304.243.2486 (2486 from a campus phone) and the injured/ill person should seek the care of a medical professional.
- At no point will transportation be provided for an injured/ill individual either (1) by WJU sponsored vehicle(s) or (2) an employee's personal vehicle.

2.3 Workplace Injury

- If a WJU employee incurs an injury during the course of work done for the University, the aforementioned steps will be followed. In addition, the Office of Public Safety will contact the Office of Human Resources at 304.243.2639 (2639 from a campus phone) to report the work injury.

3.0 AUTHORIZATION

The Vice President of Human Resources & Compliance has the authority to change, modify or approve exceptions to this policy at any time with or without notice and with the approval of the University President.