

# MEDICAL EMERGENCIES

## What is a medical emergency?

Serious injury or illness.

## What do I do if there is a medical emergency occurring or one has occurred?

- NOTIFY 911 or University Police. Paramedics and ambulance service will be notified immediately.
- STAY, or have someone else stay, with the patient until help arrives.
- DO NOT move the patient; keep the patient still and comfortable.
- STAY out of the way unless assistance is requested once help arrives.

*This should be done regardless of whether the individual is an employee, student or visitor.*

## What information do I need to have readily available when reporting a medical emergency?

- Building or location where aid is needed .
- Specific location within the building.
- Type of problem, individual's condition.
- Medical history, if known.
- Sequence of events.

## STUDENTS

### What should I do as a student, or if I see a student, with a minor illness or injury?

- GO or REFER the student to the Florida Atlantic University Student Health Services available on or near the following campuses: *(Proof of enrollment and a valid photo ID are required)*
- REPORT the injury to University Police (7-3500).

### **BOCA RATON CAMPUS**

Health Services Building – 2<sup>nd</sup> floor - Room 240 (561) 297-3512      Mon - Fri 8a – 5p  
Above Starbucks

**University Police (561) 297-3500 (7-3500)**

**After hours notify 911**

### **BROWARD CAMPUSES**

#### **DAVIE**

Student Union (SD) – Room 206 (954) 236-1556

Mon & Thurs 8:30a – 7p  
Tues & Wed 8:30a – 5p  
Fri 8:30a – 12:30p

**After hours notify 911**

**University Police (954) 236-1556**

#### **JUPITER CAMPUS**

Student Resources Bldg. (SR) – Room 106 (561) 799-8678

Mon – Fri 8:30a – 4p  
Hrs may vary, please call

**After hours notify 911**

**University Police (561) 799-8700 (6-8700) / (561) 339-0015**

#### **TREASURE COAST CAMPUS**

Dr, Linda Delo  
Delo Medical Associates  
514 S.E. Port St. Lucie Blvd.  
Port St. Lucie, FL 34984

(772) 871-5900

Mon – Fri 9a – 5p

**After hours notify 911**

**(772) 873-3400 (6-3400) or (772) 370-6854**

***Additional information may be obtained at the Student Health Services website:***

**[www.shs.fau.edu](http://www.shs.fau.edu)**

## EMPLOYEES

### What should I know about injury and illness reporting?

- The Department of Human Resources, Benefits and Retirement, (561) 297-3077 administers Worker's Compensation for Florida Atlantic University.
- The Environmental Health and Safety department investigates and tracks accidents, injuries and illnesses. Please call (561)297-3129.

### What should I do as an employee or if I see an employee with a minor illness or injury?

- NOTIFY the employee's supervisor immediately.
- TRANSPORT, if **emergency treatment is required**, the employee to the nearest medical facility or CALL 911 for emergency assistance
- CALL OptaComp at **877-518-2583** to report the injury/illness, if **non-emergency treatment is required**, and receive the necessary information for medical treatment. This can be done by either the supervisor or the employee.
- CALL Human Resources (561) 297-3077 to report the injury if **no medical treatment** is required.
- REPORT the injury to University Police (7-3500).
- ALWAYS, **within 24 hours** of an accident, injury or illness (or as soon as practicable following serious injury or illness), complete the **appropriate reporting form** and forward to Environmental Health and Safety. See below for more information.

### Who qualifies for coverage by the University's Worker's Compensation Program?

- Any employee or qualified volunteer of FAU, who sustains a work related injury/illness.

*This coverage is effective beginning the first day of employment or volunteering. Employees are covered by the Family and Medical Leave Act of 1993 while on Workers' Compensation.*

### Who administers Worker's Compensation coverage for State of Florida workers?

OptaComp at 877-518-2583, the State of Florida Workers' Compensation Agency.

### What services does OptaComp offer?

- completes the First Report of Injury form.
- assists the employee in selecting the appropriate medical provider.
- arranges the appointment.

*This service is provided 24 hours a day/7 days a week. 1-877-518-2583.*

For further information on the Workers' Compensation Program go to

[http://wise.fau.edu/hr/Benefits/workerscomp\\_new.php](http://wise.fau.edu/hr/Benefits/workerscomp_new.php) under **Benefits & Retirement**.

### Why do I need to do to report an accident, injury or illness to Environmental Health and Safety?

- To be in compliance with OSHA regulations.

*A report must be sent by the employee or supervisor to EH&S.*

### What do I need to do to report an accident, injury or illness to Environmental Health and Safety?

- LOCATE reports at [www.fau.edu/ehs](http://www.fau.edu/ehs) under Accident, Injury and Illness Reporting or call (561)297-3129.

### Which report do I use?

**Employee's Work Injury and Illness Report:** This report is completed for

- injuries/illness requiring emergency medical treatment.
- Injuries/illness requiring non-emergency medical treatment.

**Supervisor's Injury/Illness Analysis and Prevention Report. Supervisors are required:**

- to investigate all reported accidents, injuries or illnesses reported.
- to take action to prevent their recurrence.

**Employee/Supervisor Non-Medical Injury Short Form Report This form is completed when**

- the accident and/or injury was minor in nature.
- no medical attention (except simple first aid) was required.
- no medical costs were or are expected to be incurred.
- employee returned to job immediately with no absences expected.
- supervisor agrees with employee's account of the incident.

*For more information on completing these forms, refer to the above EH&S web site.*