

College of The Albemarle Policy

Policy Number: 2.1.5

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Title: Campus Medical Emergencies

Related Policy: 2.1.4 Instructional Safety Precautions; 2.1.10 Communicable Diseases - Bloodborne Pathogens

Division of Responsibility: Operations; Human Resources; Student Success and Enrollment Management

I. EMERGENCY MEDICAL ASSISTANCE

- A. The College has no facilities for medical treatment of employees or students. However, the College will have medical first aid kits maintained by security at each campus. To access first aid kits maintained by campus security use the following numbers.

Campus Security Numbers:

COA - Currituck: 252-435-7804

COA - Dare: 252-216-6354

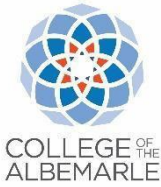
COA - Edenton-Chowan: 252-722-2429

COA - Elizabeth City: 252-312-3905

Additional medical first aid kits may be located in shops and laboratories and will be maintained by campus administrators, the chief operations officer, or designee.

Minor accidents requiring use of a medical first aid kit should be reported by College personnel and/or individuals present via the College's online incident reporting system.

- B. In the event of a medical emergency, College personnel and/or individuals present will contact emergency services by dialing 911, request first responder services, notify security of the medical emergency and submit a report via the College's online incident reporting system.
- C. All College employee related accidents shall be reported to the Human Resource Office within one (1) business day. All accidents must also be reported within two (2) business days via the College's online incident reporting system.
- D. All College student related accidents shall be reported via the College's online incident reporting system within two (2) business days. Students who are covered under student accident insurance should be notified by the vice president of student success and enrollment management or designee within one (1) business day of reporting the accident. The notification should include an accident insurance brochure and claim form. Completed claim forms should be submitted to the chief operations officer in accordance with the instructions located within the student accident insurance brochure. The chief operations officer or designee will assist the student in making a claim to the insurance company. Students are also encouraged to report any acute



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medical conditions to the Student Success and Enrollment Management office and to their instructors. Incident reports will remain open for 90 days from the date of the reported accident.

- E. If emergency medical services are required off campus, i.e., firing range, defensive driving course, etc., established emergency medical procedures for that location should be followed in conjunction with the aforementioned procedures.
- F. The following procedures should be followed if an accident occurs involving a College vehicle:
 - 1. Dial 9-1-1 for assistance;
 - 2. Contact the appropriate law enforcement agency to obtain a report;
 - 3. Obtain as much information as possible from any other parties involved in the accident; and,
 - 4. Contact the chief operations officer and appropriate vice president or supervisor.
- G. All incident reports, claims forms and medical records will be strictly confidential. Unauthorized disclosure of medical information by a College employee is prohibited.

June 13, 2023

October 08, 2024

October 08, 2024

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision