

MEDICAL EMERGENCIES

TFML Policy No. 8

The Thomas Ford Memorial Library Staff will respond in an appropriate and considerate manner to provide assistance in the event of a medical emergency or accident where injuries are sustained.

8.1 Insurance

The Library will maintain liability insurance in a sufficient amount to address claims arising from accident and/or injury of patrons or staff. The types of insurance coverage and coverage amount(s) will be determined by the Library Board, after input from the Library's insurance consultant, and will subject to the Library Board's budgetary discretion.

8.2 Accidents

Response will be varied depending on the severity of injury.

8.21 Minor Injury or Illness

Staff member on the scene will provide necessary assistance such as a bandage, tissue or a quiet place to sit. First aid kits are kept in Circulation and Youth Services offices and are available as needed. Band-Aids, antiseptic, gauze, etc. may be offered to those who have cuts, bruises, scrapes, etc. Library staff must wear gloves provided in first aid kit when assisting with open wounds or other bodily fluids. Any materials contaminated by bodily fluids must be bagged for safe disposal. Always asks injured patron if they want you to call 911. The Circulation Desk should be notified if 9-1-1 is called so that they can direct emergency personnel to the proper department. Obtain person's name, address and telephone number, if possible. Fill out Accident/Incident Report form if the incident warrants documentation and give to manager/ Director.

8.22 Major Injuries and Medical Emergencies (such as broken limbs, unconsciousness, heart attacks, seizure, deep cuts)

9-1-1 will be called immediately and the responding paramedics will be directed through the main library entrance to the location of the injured individual(s). A member of the library staff will stay with the injured party until help arrives. If the victim is wearing a "Medic Alert" tag this will be pointed out to the responding paramedics. Family will be notified as appropriate and when possible.

8.23 Responsible Adult Absent

If no responsible adult is present and the patron is under the age of 18, the parent/guardian will be called to explain injury or illness and to report what actions have been taken by the library staff member.

8.3 **Biohazard Safety**

Any incident involving biohazards should be handled only by professionally trained individuals. CALL 9-1-1 in these instances.

8.4 **Accident Reports**

Obtain person's name, address and telephone number, if possible. An Accident Report will be prepared for each emergency incident and given to the Library Director for the Library's records. A copy of this form is appended to this policy.

Attachment: Accident/Incident Report Form

Adopted: March 20, 1997
Reviewed: October 22, 2002
Reviewed and Revised: September 27, 2005
Reviewed: June 25, 2008
Revised: October 25, 2011
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Revised: March 20, 2018
Revised: September 28, 2021

THOMAS FORD MEMORIAL LIBRARY

ACCIDENT/INCIDENT REPORT FORM

Date of Incident _____

Time of Incident _____

Name(s) of person(s) injured or involved. Please provide phone number(s) if available:

Name of persons (including Staff) at the accident/incident site:

Location in the Library where accident/incident occurred:

Describe accident/incident (narrative format; please provide details of what happened, presenting facts rather than opinions):

Describe any injuries to people or property:

Action taken by Staff:

Was police report filed? If yes, please provide the report's number.

Name of staff person who completed this form: _____

Signature _____ **Date** _____

Signature of Director acknowledging receipt of form

_____ **Date** _____

PLEASE PLACE COMPLETED FORM IN DIRECTOR'S MAILBOX. Revised 5/21/01.