

## **POLICY REVISION**

Completed by: Donald Wray, Chief of Police  
Coordinated with: Bill Wolfe, Director of HR and Purchasing  
Date: 04-10-18  
Former Policy Number: 6.07.00  
Current Policy Number: 6.07.01  
Subject: First Aid Policy

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### **I. Purpose**

The purpose of this policy is to establish the appropriate response to a situation on campus requiring the administration of First Aid.

### **II. Definition**

First Aid is the immediate care given to a person who is injured or becomes suddenly ill. It includes well selected words of encouragement, evidence of willingness to help, and promotion of confidence by the demonstration of competence.

### **III. Policy**

Only employees who have completed a certified first aid or emergency response course or someone who has advanced medical training may administer first aid. Refresher training is required according to certification requirements. At LSUS, University Police Officers are certified in first aid and have been designated as first responders for all injuries or illnesses.

Whenever someone becomes ill or injured, the LSUS Police Department (LSUSPD) should be called immediately at 318.455.5497, #999 from any campus phone, via any outdoor emergency call box, or through the *RAVE Guardian* cellphone app. The responding officer will contact 911, after a preliminary evaluation of the victim, if necessary.

In the event that the injury/symptom is life threatening, such as heart attack, the first call for assistance should then be to 911 first, followed by a call to the LSUSPD.

All LSUS Police Officers are trained and certified in emergency first aid, CPR and the use of an Automated External Defibrillator (AED). All LSUSPD patrol vehicles contain a first aid kit and an AED that the officers can bring to the scene.

#### **IV. SUPPLIES**

The LSUSPD will be responsible for stocking and maintaining a current first aid kit and functioning AED in each patrol vehicle. The LSUSPD also regularly checks and monitors another AED located on the wall near the Pelican Room of the University Center.

The LSUSPD also coordinates the regular maintenance and/or battery conditions of the AED's used by the LSUS Athletics Department. LSUS Athletics Department has one AED, near the main entry to the Health and Physical Education Building that faces the University Center. LSUS Athletics also keeps one AED with them at Pilot Field.

The LSUSPD will also periodically check and stock, if needed, smaller first aid kits found in the following locations:

- Administration Building – Switchboard / Helpdesk
- Bronson Hall – Room 226
- Business and Education Building – Room 101D
- Community Outreach Building – located on the hallway wall.
- Facilities Services – Shop Area
- Health & Physical Education – Room 107
- Noel Library – First Floor Helpdesk
- Red River Watershed – located on a hallway wall.
- Science Building – Room 104
- Science Lecture Auditorium – Under the lectern.
- Technology Center – Continuing Education Offices – First Floor

#### **V. Notification of Next of Kin**

If an LSUS student or employee is injured on campus or while participating in a university sponsored activity, the LSUSPD will contact either the Office of Student Affairs (student) or the Office of Human Resource Management (employee) in order to obtain and contact that individual's emergency contact number. If the injury results in a fatality of the student or employee, the LSUSPD will work with the law enforcement agency in that individual's hometown to assist in delivering the notification.