Subject: First Aid Policy

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 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
   are certified in First Aid and have been designated as first responders for all injuries or
   illness.

   Whenever someone becomes ill or is injured, University Police should be called
   immediately at 455-5497, #999 from any campus phone, or any exterior Emergency Call
   station. The officer on duty will then call 911 if necessary. In the event that a University
   Police Officer is unavailable, 911 should be called.

   All University Police Officers are certified in first aid, CPR, and Automated External
   Defibrillator (AED). A complete first aid kit and an AED are kept in each patrol car for
   the officer to bring to the scene of the injury or illness.

IV. SUPPLIES
   The University Police shall be responsible for stocking an unexpired first aid kit in each
   patrol car. University Police will maintain all AED’s on campus. University Police will
   also be responsible for inspecting on a weekly basis and restocking as needed all other
   first aid kits on campus in the following locations:
V. NOTIFICATION OF NEXT OF KIN

If a LSUS student or employee dies or is seriously injured on campus or while participating in a university activity, Campus Police are responsible for notification of next of kin. Prior to notification, Campus Police will contact the Office of Student Affairs (for students) or Human Resource Management (for staff and faculty) to obtain emergency contact information.

APPROVED

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Michael T. Ferrell               April 3, 2009
Michael T. Ferrell, Vice Chancellor Date
Business Affairs

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Vincent J. Marsala               April 3, 2009
Vincent J. Marsala, Chancellor   Date