



Policy & Procedure No. 6.046
Nunez Community College

Title: Student & Employee School Based Health Center Policy

Effective Date: July 1, 2019

Last Revision Date: August 08, 2022

Termination:

Department/Office: Human Resources

Student & Employee School Based Health Center Policy

PURPOSE

The purpose of this policy is to outline the procedures for handling emergency situations on campus.

SCOPE

This policy applies to all Nunez Community College students, faculty, and staff.

POLICY

Nunez Community College does have a Student and Employee Health Center. In the event of an emergency requiring medical attention, the instructor or supervisor should determine the severity of the injury and call 911 Emergency immediately, if necessary.

In some cases, health care professionals on campus may provide temporary care or health counseling for students or employees who are ill or injured. In an emergency situation, the professional may administer FIRST AID only – including CPR – as indicated until services of a physician or EMS can be obtained.

In case of major accident – one that requires immediate medical or surgical attention – the instructor or supervisor should call 911 Emergency for an ambulance and the person should be sent to the Emergency Room of the nearest hospital and the nearest relative notified immediately. The student or employee will be responsible for the medical cost. A report of ANY incident should be made by the instructor or supervisor to FACILITIES as soon as possible on Form DA3000 (student) or DA2000 (employee).

All students are required to furnish STUDENT AFFAIRS with emergency contact information listing individuals who can be notified of accidents or injuries that occur during school hours. Responsibility for treatments is to be assumed by the parents of minor students and by adult students themselves.



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The nearest hospital emergency room cooperating with this facility is:

**St. Bernard Parish Hospital
8000 West Judge Perez Dr.
Chalmette, LA 70043
Phone (504) 826-9500**

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Chancellor’s Executive Cabinet	08/08/2022		
	Chancellor	08/08/2022	08/08/2022	

Policy Reference: N/A

*Forms Referenced: DA 2000 Incident/Accident Investigation Report for Employees
DA 3000 Incident/Accident Investigation Report for Students and Visitors*

Distribution: Distributed Electronically via College’s Internet

Chancellor’s Signature/Approval

Signature: _____ *Jana M. Jimmy* _____ **Date:** 08/08/2022

Chancellor