



FIRST AID/CPR POLICY (August 2017)

I. INTRODUCTION

An accident or sudden illness of staff or patron may cause an emergency that necessitates immediate first aid/CPR, and subsequent medical attention. The Riverside Fire Department is well equipped to handle all emergencies and life threatening problems.

In the case of a medical emergency, you or your supervisor should **contact the Fire Department immediately**; dialing **911** from any phone. Inform Patron Services Desk you have called 911 as they will get a callback. The person calling should be ready to describe the situation and give the location of the emergency. If possible, determine the nature of the illness or complaint from the person. Have someone direct fire personnel to the emergency scene upon arrival.

At least one Library employee is encouraged to maintain certification in both CPR and First Aid.

II. TREATMENT OF INJURIES

Only qualified personnel should treat someone during a medical emergency. Take appropriate first aid action only to the degree you are trained. Protect yourself, if necessary, by using personal protective equipment (gloves, mouth shield, etc.). Help the ill or injured person to remain calm by assuring them that help is on the way. When help arrives, listen to the instructions provided by the public safety personnel and be ready to assist if asked.

III. REPORTING OF INJURIES/ACCIDENTS

After qualified personnel have addressed the emergency situation, the witnessing staff member(s) shall fill out a Library *Incident/Accident Report*. The report will include all the pertinent details of the event, including names of those involved. Completed forms will be given to the Library Director before the end of the staff member=s work shift. *Incident/Accident* forms are located in the Director=s office files and on the Y Drive under Staff Forms and on the Staff Blog page.

Approved by the Riverside Library Board of Trustees July 12, 2005.

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