MEDICAL EMERGENCIES

What is a medical emergency?
Serious injury or illness.

What do I do if there is a medical emergency occurring or one has occurred?
- NOTIFY 911 or University Police. Paramedics and ambulance service will be notified immediately.
- STAY, or have someone else stay, with the patient until help arrives.
- DO NOT move the patient; keep the patient still and comfortable.
- STAY out of the way unless assistance is requested once help arrives.
This should be done regardless of whether the individual is an employee, student or visitor.

What information do I need to have readily available when reporting a medical emergency?
- Building or location where aid is needed.
- Specific location within the building.
- Type of problem, individual’s condition.
- Medical history, if known.
- Sequence of events.

STUDENTS

What should I do as a student, or if I see a student, with a minor illness or injury?
- GO or REFER the student to the Florida Atlantic University Student Health Services available on or near the following campuses: (Proof of enrollment and a valid photo ID are required)
- REPORT the injury to University Police (7-3500).

BOCA RATON CAMPUS
Health Services Building – 2nd floor - Room 240 (561) 297-3512 Mon - Fri 8a – 5p
Above Starbucks
University Police (561) 297-3500 (7-3500) After hours notify 911

BROWARD CAMPUSES

DAVIE
Student Union (SD) – Room 206 (954) 236-1556 Mon & Thurs 8:30a – 7p
Tues & Wed 8:30a – 5p
Fri 8:30a – 12:30p
After hours notify 911 University Police (954) 236-1556

After hours notify 911

JUPITER CAMPUS
Student Resources Bldg. (SR) – Room 106 (561) 799-8678 Mon – Fri 8:30a – 4p
Hrs may vary, please call
After hours notify 911 University Police (561) 799-8700 (6-8700) / (561) 339-0015

TREASURE COAST CAMPUS
Dr, Linda Delo
Delo Medical Associates
514 S.E. Port St. Lucie Blvd.
Port St. Lucie, FL 34984
After hours notify 911 (772) 873-3400 (6-3400) or (772) 370-6854

Additional information may be obtained at the Student Health Services website:
www.shs.fau/edu
EMPLOYEES

What should I know about injury and illness reporting?
- The Department of Human Resources, Benefits and Retirement, (561) 297-3077 administers Worker’s Compensation for Florida Atlantic University.
- The Environmental Health and Safety department investigates and tracks accidents, injuries and illnesses. Please call (561)297-3129.

What should I do as an employee or if I see an employee with a minor illness or injury?
- NOTIFY the employee’s supervisor immediately.
- TRANSPORT, if emergency treatment is required, the employee to the nearest medical facility or CALL 911 for emergency assistance
- CALL OptaComp at 877-518-2583 to report the injury/illness, if non-emergency treatment is required, and receive the necessary information for medical treatment. This can be done by either the supervisor or the employee.
- CALL Human Resources (561) 297-3077 to report the injury if no medical treatment is required.
- REPORT the injury to University Police (7-3500).
- ALWAYS, within 24 hours of an accident, injury or illness (or as soon as practicable following serious injury or illness), complete the appropriate reporting form and forward to Environmental Health and Safety. See below for more information.

Who qualifies for coverage by the University’s Worker’s Compensation Program?
- Any employee or qualified volunteer of FAU, who sustains a work related injury/illness. This coverage is effective beginning the first day of employment or volunteering. Employees are covered by the Family and Medical Leave Act of 1993 while on Workers’ Compensation.


What services does OptaComp offer?
- completes the First Report of Injury form.
- assists the employee in selecting the appropriate medical provider.
- arranges the appointment.
This service is provided 24 hours a day/7 days a week. 1-877-518-2583.

For further information on the Workers’ Compensation Program go to http://wise.fau.edu/hr/Benefits/workerscomp_new.php under Benefits & Retirement.

Why do I need to do to report an accident, injury or illness to Environmental Health and Safety?
- To be in compliance with OSHA regulations.
A report must be sent by the employee or supervisor to EH&S.

What do I need to do to report an accident, injury or illness to Environmental Health and Safety?
- LOCATE reports at www.fau.edu/ehs under Accident, Injury and Illness Reporting or call (561)297-3129.

Which report do I use?
Employee’s Work Injury and Illness Report:  This report is completed for
- Injuries/illness requiring emergency medical treatment.
- Injuries/illness requiring non-emergency medical treatment.
**Supervisor’s Injury/Illness Analysis and Prevention Report.** Supervisors are required:

- to investigate all reported accidents, injuries or illnesses reported.
- to take action to prevent their recurrence.

**Employee/Supervisor Non-Medical Injury Short Form Report**  This form is completed when

- the accident and/or injury was minor in nature.
- no medical attention (except simple first aid) was required.
- no medical costs were or are expected to be incurred.
- employee returned to job immediately with no absences expected.
- supervisor agrees with employee’s account of the incident.

*For more information on completing these forms, refer to the above EH&S web site.*