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?
- CALL 911. 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 Bldg (SS-8W) – 2nd floor Above Starbucks - Room 240
(561) 297-3512
Mon - Fri 8a – 5p
After hours notify 911 University Police (561) 297-3500 (7-3500)

BROWARD CAMPUS

DAVIE
Student Union (SD) – Room 206 (954) 236-1556
Mon & Thurs 8:30a –6p
Tues & Wed 8:30a – 5p
Fri 8:30a – 3p
After hours notify 911 University Police (954) 236-1140

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

Additional information may be obtained at the Student Health Services website: www.fau.edu/shs
What should I know about injury and illness reporting?

- The Department of Human Resources, Employee Relations, 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 are the responsibilities of the supervisor and injured employee in a medical emergency?

- TRANSPORT the employee to the nearest medical facility or CALL 911 for emergency assistance
- Following the arrangement of emergency medical treatment for the injured employee, supervisor must report it to OptaComp at 1-877-518-2583.

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.
- CALL OptaComp at 877-518-2583 (prior to obtaining medical treatment) 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.
- If medical treatment is not required, the employee should only complete a First Report of Injury-Non Medical Treatment Involved Form and send it to the Department of Human Resources, Worker’s Compensation Coordinator, ADM 114.

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.

Who administers Worker’s Compensation coverage for State of Florida workers?

OptaComp at 877-518-2583, the State of Florida Workers’ Compensation Agency.

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://www.fau.edu/hr/Benefits/workerscomp_new.php#work under Employee Relations